

Public Document Pack



Committee: Executive

Date: Monday 4 July 2016

Time: 6.30 pm

Venue Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Barry Wood (Chairman)

Councillor Ken Atack

Councillor John Donaldson

Councillor Kieron Mallon

Councillor Lynn Pratt

Councillor G A Reynolds (Vice-Chairman)

Councillor Colin Clarke

Councillor Tony Ilott

Councillor D M Pickford

Councillor Nicholas Turner

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. Minutes (Pages 1 - 10)

To confirm as a correct record the Minutes of the meeting held on 6 June 2016.

6. Chairman's Announcements

To receive communications from the Chairman.

7. Waste Policies (Pages 11 - 20)

6.35pm

Report of Head of Environmental Services

Purpose of report

To update the Executive on the pressures on the Waste & Recycling service arising from the large housing growth and to review the waste policies with the view of bringing the policies of Cherwell District Council (CDC) and South Northamptonshire Council (SNC) closer together.

Recommendations

The meeting is recommended to:

- 1.1 Note the pressures on the waste service resulting from the rapid housing growth and the actions being taken to deal with these demands.
- 1.2 Note the increased revenue pressures from operating additional crews in future years.
- 1.3 Approve the revised waste policies as set out in Appendix 1

8. Statement Community Involvement (SCI) 2016 (Pages 21 - 90)

6.45pm

Report of Head of Strategic Planning and the Economy

Purpose of report

To present the results of public consultation on the draft Statement of Community Involvement (SCI) 2016 and to seek approval for the completed SCI to be presented to Council for adoption.

Recommendations

The meeting is recommended:

- 1.1 To endorse the completed Statement of Community Involvement (SCI) 2016 at Appendix 1 and recommend it be approved by Full Council, subject to any minor typographical or presentational corrections being made by the Head of Strategic Planning and the Economy.
- 1.2 To note that upon adoption the SCI 2016 will replace the current adopted SCI 2006.

9. High Speed Rail - HS2 Qualifying Authority Status (Pages 91 - 116) 6.55pm

Report of Head of Development Management

Purpose of report

To consider whether the Council should become a “qualifying authority” (‘Qualified Authority’) or a “non-qualifying authority” for the purposes of the High Speed Rail 2 Hybrid Bill.

Recommendations

The meeting is recommended to:

1.1 Authorise

- (i) Cherwell District Council becoming a Qualifying Authority in relation to the High Speed Rail (London to West Midlands) Hybrid Bill and authorises the signing of the HS2 Planning Memorandum and the Service Level Agreement between the Council and HS2 that will provide the costs of implementing the consequent planning regime, and
- (ii) Recommend to Full Council to agree that constitutional and scheme of delegation changes will be necessary to ensure the satisfactory implementation of the Planning Memorandum.

10. Banbury Town Centre Public Spaces Protection Order (Pages 117 - 136) 7.00pm

Report of Public Protection Manager

Purpose of report

To propose the making of a Public Space Protection Order (PSPO) in Banbury Town centre to prevent the detrimental effect of begging, drinking and sleeping rough on those who reside, work and visit the town centre.

Recommendations

The meeting is recommended:

- 1.1 To approve the outline proposal for a Public Space Protection Order as laid out in Appendix 1.
- 1.2 To approve the commencement of a five week consultation process.

11. Annual Equalities Report for 2015/2016 (Pages 137 - 166) 7.10pm

Report of Director – Strategy and Commissioning

Purpose of report

To review the performance of the Equalities Annual Work Programme and to agree the planned work programme following the Achieving Standard under the Equality Framework for Local Government.

Recommendations

The meeting is recommended:

- 1.1 To consider the evidence and information contained within this report.
- 1.3 To agree the equalities action plan for 2016/17 noting the areas of good practice upon which it builds and the areas for development that it addresses.
- 1.4 To agree the 3 year rolling plan of Equality Impact Assessments.

12. The Growth of Bicester: Progress Update 2015/16 (Pages 167 - 194) 7.15pm

Report of Commercial Director

Purpose of report

To advise Members of the work that is being undertaken in Bicester including highlighting key achievements; of the expenditure from the Eco Town grant; received in 2010; and, of forward planned expenditure 2016/17

Recommendations

The meeting is recommended:

- 1.1. To note the progress on work in the town.
- 1.2. To note the expenditure that has taken place and the committed funding from the Eco Town grant.
- 1.3. To note 2016/17 forward plan.

13. Annual Report and Review of the Brighter Futures in Banbury Programme (Pages 195 - 252) 7.20pm

Report of Director of Operational Delivery

Purpose of report

To consider the activity and achievements of the Brighter Futures in Banbury Programme in 2015/16; the partnership activity and areas of focus for 2016/17.

Recommendations

The meeting is recommended:

- 1.1 To note both the Brighter Futures in Banbury Programme progress made in 2015/16 and the areas requiring continuous improvement.
- 1.2 To support the priorities for focus in 2016/17.

14. Proposal for a Joint Property and Investment Service with South Northamptonshire Council (Pages 253 - 260)

7.25pm

Report of Head of Regeneration and Housing

Purpose of report

This report presents the final business case for a Joint Property and Investment Service across Cherwell District and South Northamptonshire Councils (hereafter Cherwell or CDC and South Northamptonshire or SNC respectively).

The report recommends the formation of a two way Joint Property and Investment Service and in doing so seeks the Executive's agreement for the non-staffing elements of the business case.

The proposal is part of the wider transformation programme across the two Councils.

Recommendations

The meeting is recommended:

- 1.1 To consider the attached final business case and the consultation responses in relation to non-staffing matters as outlined in section 5.1.
- 1.2 To note that the business case will be considered by the Joint Commissioning Committee with regard to staffing matters on 21 July 2016. This will include consideration of the consultation responses from affected staff and trade union representatives.
- 1.3 To approve and implement the proposed final business case to share a joint Property and Investment Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet on 11 July 2016 and approval of the staffing implications by the Joint Commissioning Committee.
- 1.4 To delegate to the Head of Regeneration and Housing in consultation with the Leader of the Council any non-significant amendment that may be required to the business case following the decision by SNC Cabinet and/or the Joint Commissioning Committee.
- 1.5 To approve the allocation of £90,000 from general fund balances to cover 50% of the potential implementation costs.

15. Exclusion of the Press and Public

The following report contains exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

No representations have been received from the public requesting that this item be considered in public.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

16. Proposal for a Joint Property and Investment Service with South Northamptonshire Council - Exempt Appendix (Pages 261 - 298)

(Meeting scheduled to close at 7.30pm)

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to

natasha.clark@cherwellandsouthnorthants.gov.uk or 01295 221589 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This agenda constitutes the 5 day notice required by Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in terms of the intention to consider an item of business in private.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Wednesday 22 June 2016

This page is intentionally left blank

Agenda Item 5

Cherwell District Council

Executive

Minutes of a meeting of the Executive held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 6 June 2016 at 6.30 pm

Present: Councillor Barry Wood (Chairman), Leader of the Council
Councillor G A Reynolds (Vice-Chairman), Deputy Leader of the Council

Councillor Ken Atack, Lead Member for Financial Management
Councillor Colin Clarke, Lead Member for Planning
Councillor John Donaldson, Lead Member for Housing
Councillor Tony Ilott, Lead Member for Public Protection
Councillor Kieron Mallon, Lead Member for Banbury Futures
Councillor D M Pickford, Lead Member for Clean and Green
Councillor Lynn Pratt, Lead Member for Estates and the Economy
Councillor Nicholas Turner, Lead Member for Change Management, Joint Working and IT

Also Present: Councillor Sean Woodcock, Leader of the Labour Group
Councillor Dan Sames

Officers: Sue Smith, Chief Executive
Scott Barnes, Director of Strategy and Commissioning
Ian Davies, Director of Operational Delivery
Paul Sutton, Chief Finance Officer / Section 151 Officer
Kevin Lane, Head of Law and Governance / Monitoring Officer
Jackie Fitzsimons, Shared Public Protection Manager, for agenda item 7
Nicola Riley, Shared Interim Community Partnerships and Recreation Manager, for agenda item 9
Nicholas Sutcliffe, Licensing Manager, for agenda item 7
Tim Mills, Private Sector Housing Manager, for agenda item 8
Natasha Clark, Team Leader, Democratic and Elections

1 **Declarations of Interest**

There were no declarations of interest.

2 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

3 **Urgent Business**

There were no items of urgent business.

4 **Minutes**

The minutes of the meeting held on 4 April 2016 were agreed as a correct record and signed by the Chairman.

5 **Chairman's Announcements**

The Chairman made the following announcement:

1. Members of the public were permitted to film, broadcast and report on the meeting, subject to the efficient running of the meeting not being affected.

6 **Private Hire Licensing and Hackney Carriage Policy 2016**

The Public Protection Manager submitted a report to seek approval of the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy prior to public and stakeholder consultation.

Resolved

- (1) That the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy (annex to the Minutes as set out in the Minute Book) be approved.
- (2) That authority be delegated to the Public Protection Manager to consider responses and, if necessary amend the policy in consultation with the Lead Member for Public Protection.

Reasons

By approving the joint draft Private Hire and Hackney Carriage Licensing Policy we will be able to consult and then implement a policy which will improve and strengthen our taxi licensing regime, ensuring public safety.

Alternative options

Option 1: Not to approve the joint draft Cherwell and South Northamptonshire Council Private Hire and Hackney Carriage Licensing Policy. This is not recommended as the proposed policy includes a number of updates and improvements with a clear policy statement.

7 **Disabled Facilities Grants and Better Care Funding**

The Head of Regeneration and Housing submitted a report to provide an update on changes to Disabled Facilities Grant (DFG) funding and to seek the

Executive's direction on suggested opportunities to improve the Council's service to disabled residents that arise from those funding changes.

The Chairman requested that officers submit an update report to Executive in due course.

Resolved

- (1) That the Council's capital contribution for Disabled Adaptations be left unchanged.
- (2) That it be confirmed that any of the total Disabled Facilities Grants (DFGs) capital budget in excess of what is required to deliver mandatory DFGs should be utilised to make identified improvements to the delivery of adaptations and assistance to eligible disabled residents.
- (3) That it be noted that, in accordance with the Scheme of Delegation to Officers and its Private Sector Housing Grants and Assistance Policy, the Head of Regeneration & Housing and the Lead Member for Housing will determine what additional forms of grants and loans may be appropriate to improve DFG service and delivery.

Reasons

The total DFG budget resulting from an increased HWB contribution will allow services to disabled households to be improved beyond the scope of what can be achieved through the established mandatory grants. Officers believe, in particular, that there are opportunities to simplify operations and speed up delivery. Although a suggested range of possible improvements will all require further investigation and working-up, they do not require additional funding by the Council, simply for the existing capital allocation to be maintained for 2016-17.

Alternative options

Option 1: To reduce the Council's £375k capital allocation for 2016-17, by a sum to be determined, and thereby reduce the total DFG budget. This option would result in the Council foregoing some, or all, of the opportunities to develop and enhance the service provided to disabled residents.

8 Safeguarding Policy and Internal Review Update

The Director of Operational Delivery submitted a report to consider an update of the Council's joint safeguarding policy and receive an update on the progress made to date on implementing the recommendations from the internal safeguarding review.

Resolved

- (1) That the updated joint Safeguarding policy (annex to the Minutes as set out in the Minute Book) be approved.

- (2) That the work carried out to date to implement the agreed recommendations from the internal review be noted.

Reasons

The revised joint policy is comprehensive and makes reference to the latest legislation providing a robust and thorough Safeguarding Policy document. The procedures for reporting a concern are clear and reference the new See it Report it intelligence gathering system.

Alternative options

Option 1: Not to update the policy; this is not a viable alternative given the change in duties placed upon Local Authorities

9

Bicester Healthy New Town Status

The Director of Operational Delivery submitted a report to consider Bicester's participation in the NHS England Healthy New Town Programme.

Resolved

- (1) That Bicester's participation in the NHS England Healthy New Town Programme be supported.
- (2) That agreement be given for the Council to act as the lead and accountable body for the Bicester Healthy New Town Programme.
- (3) That the inclusion of this activity in the consideration by the Bicester Strategic Delivery Board be supported.
- (4) That agreement be given to a Healthy New Town Cherwell fund of £20,000 to serve as an enabling fund to secure further external funding for the Bicester initiatives beyond 2016/17.

Reasons

The scale and nature of Bicester's development has provided an excellent opportunity to be enhanced through the NHS England Healthy New Town programme. NHS England has recognised in its shortlisting of Bicester to participate along with the offer of a range of support including financial.

A wider multi-disciplinary and multi-sector partnership group from Bicester and Oxfordshire has also responded very positively to this initiative and is now in the process of preparing a detailed set of proposals which turn intent into action. This requires a programme lead which is proposed to be undertaken by this Council and it is this which is reflected in the report recommendations.

Alternative options

Option 1: Not to engage in the NHS England HNT Programme and withdraw for these activities. This is not proposed due to the relevance and benefits of this programme to Bicester

10

Performance Report 2015-2016 Quarter 4 / End of Year

The Director of Strategy and Commissioning to provide information relating to quarter four of the annual performance year, for the period 1 January - 31 March 2016. The report also reflected end of year outturns as measured through the performance management framework.

Resolved

- (1) That it be noted that despite tough performance targets, a challenging economic environment, and on-going policy and organisational change, Cherwell District Council has met or made satisfactory progress on 96% of all the performance targets outlined in its performance management framework.
- (2) That it be noted that there was no feedback on performance issues from the Overview & Scrutiny Committee at its meeting on 31 May 2016 provided directly to The Leader.
- (3) That the Annual report (annex to the Minutes as set out in the Minute Book) be approved for publication.

Reasons

This is a report of the Council's performance in the fourth quarter of 2015/16 measured through the performance management framework. The report covers key areas of performance against the Council's 12 public pledges and the 2015/16 business plan. The report also contains performance information around the Corporate Equalities Plan and Significant Partnerships.

In this final quarter report we show that the Council has made strong progress towards delivering its ambitions to improve the services delivered to the public and against key projects and priorities, despite tough performance targets, a challenging economic environment, and on-going policy and organisational change. It also demonstrates the Council's proactive performance management of issues raised and the inclusive role of Overview and Scrutiny in supporting performance review.

With a 96% delivery rate against the key strategic priorities and the deliverables that sit underneath them the report clearly demonstrates that the council's performance is excellent, and that together we are making a significant and positive difference to the District, our residents, businesses and other key stakeholders. There can be no other recommendations to make, other than to commend everyone who has contributed to such excellent performance, of which we should all be proud.

Alternative options

Option 1: To request additional information on items and/or add to the work programme for review and/or refer to Overview and Scrutiny.

11 **2015/16 Draft Revenue Outturn**

The Chief Finance Officer / Section 151 Officer submitted a report to provide an initial draft update on the Council's revenue outturn for 2015/16.

In response to comments from Councillor Woodcock, Leader of the Labour Group, regarding the reported shortfall in rental income from Castle Quay, the Chairman requested that the Town Centre Managers submit a report to the September or October Executive on the matter and the reasoning.

Resolved

- (1) That the report be noted.

Reasons

The Executive has the responsibility for managing the Council's resources. A key element of this is budgetary control, and the final outturn for the year is the measure of the accuracy of budgeting and budgetary control throughout the year.

Alternative options

Option 1: To not note the report but members will not be aware of the likely outturn and performance against budget for 2015/16 if they choose to take this option.

12 **Proposal for a Joint Revenues and Benefits Service with South Northamptonshire Council**

The Chief Finance Officer / Section 151 Officer submitted a report which presented the final business case following consultation for a joint Revenues and Benefits service across Cherwell District and South Northamptonshire Councils and sought approval for the non-staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

Resolved

- (1) That the final business case for a Joint Revenues and Benefits Service with South Northamptonshire Council (SNC) and the consultation responses in relation to non-staffing matters be considered.
- (2) That it be noted that the business case was approved by the Joint Commissioning Committee with regard to staffing matters on 26 May

2016 and that this included consideration of consultation responses from affected staff and trade union representatives.

- (3) That the proposed final business case to share a joint Revenues and Benefits Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet on 13 June 2016, be approved and implemented.
- (4) That authority be delegated to the Chief Finance Officer, in consultation with the Leader of the Council, to make any non-significant amendment that may be required to the business case following the decision by SNC Cabinet.
- (5) That the allocation of £200,000 from general fund balances to cover 50% of the implementation costs be approved.

Reasons

The proposal is to establish a Joint Revenues and Benefits service between CDC and SNC which will deliver significant financial and operational benefits. The business case sets out the significant financial and operational benefits to establishing the proposed joint service.

Alternative options

Option1: Status Quo (No Change)

Following the decision taken by CDC Executive on 7 September 2015, retaining the status quo is no longer an option for CDC who will be insourcing the Revenues and Benefits service in 2017. While retaining the status quo is an option for SNC, it is not considered an appropriate option given the benefits and savings associated with delivering a joint service with CDC.

Option 2: Three-way Shared Service with Stratford-on-Avon District Council (SDC)

A three-way shared service with SDC is no longer a realistic option although serious consideration was previously given to this option.

Due to the different visions and strategic priorities of the three Councils regarding how to meet the financial challenges and respond to regional opportunities for devolution it has been agreed that no further three-way business cases are prepared.

13

Proposal for a Joint Community and Leisure Service with South Northamptonshire Council

The Director of Operational Delivery submitted a report which presented the final business case following consultation for a Joint Community and Leisure service across Cherwell District Council and South Northamptonshire Council and sought agreement for the non-staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

Resolved

- (1) That the final business case for a Joint Community and Leisure Service with South Northamptonshire Council and the consultation responses in relation to non-staffing matters be considered.
- (2) That it be noted that the business case was approved on 26 May 2016 by the Joint Commissioning Committee (JCC) with regard to staffing matters and that this included consideration of consultation responses from affected staff and trade union representatives.
- (3) That the proposed final business case to share a Joint Community and Leisure Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet, be approved and implemented.
- (4) That authority be delegated to the Director of Operational Delivery in consultation with the Leader of the Council any non-significant amendment that may be required to the business case following the decision by SNC Cabinet.

Reasons

The business case represents a significant step in the revised transformation programme across CDC and SNC. The proposed joint service would provide realigned delivery teams designed to meet the agendas for each district.

Alternative options

Not to approve the recommendations. This is not recommended as the business case remodels the existing services at both councils into a new joint service and as a result delivers savings in excess of the guidance targets set out in the February 2015 business case.

14 **Exclusion of the Press and Public**

There being no questions on the exempt appendices to the Proposals for a Joint Revenues and Benefits Service with South Northamptonshire Council and a Joint Community and Leisure Service with South Northamptonshire Council, it was not necessary to exclude the press and public.

15 **Proposal for a Joint Revenues and Benefits Service with South Northamptonshire Council - Exempt Appendix**

Resolved

- (1) That the exempt appendix be noted.

16 **Proposal for a Joint Community and Leisure Service with South Northamptonshire Council - Exempt Appendices**

Resolved

- (1) That the exempt appendices be noted.

The meeting ended at 7.30pm

Chairman:

Date:

This page is intentionally left blank

Cherwell District Council

Executive

4 July 2016

Waste Policies

Report of Head of Environmental Services

This report is public

Purpose of report

To update the Executive on the pressures on the Waste & Recycling service arising from the large housing growth and to review the waste policies with the view of bringing the policies of Cherwell District Council (CDC) and South Northamptonshire Council (SNC) closer together.

1.0 Recommendations

The meeting is recommended to:

- 1.1 Note the pressures on the waste service resulting from the rapid housing growth and the actions being taken to deal with these demands.
- 1.2 Note the increased revenue pressures from operating additional crews in future years.
- 1.3 Approve the revised waste policies as set out in Appendix 1

2.0 Introduction

- 2.1 The Waste & Recycling service covers more than 61,000 properties in the District. Waste collection for these properties is covered by 15 rounds. On any given week five rounds are collecting residual waste, five are collecting commingled dry recycling and five are collecting garden and food waste.
- 2.2 Each round, on average, covers over 6,000 properties. The rounds are effectively full. Since each property receives two collections on a recycling week and one collection on a refuse week, each additional 6,000 properties require 1.5 additional crews. Hence an additional crew is required for each 4,000 new properties
- 2.3 Each additional round has extra revenue costs of around £150k/year to cover all vehicle costs (including depreciation, maintenance and fuel) and crew salary costs. With the rounds now being effectively full, a new crew will be shortly required. To

delay this additional need, one vehicle operates on a Monday to deal with the additional properties in Bodicote. This incurs additional overtime costs which is included in the 2016/17 revenue budget but is substantially less than the cost of an additional round. However, the rate of housing growth is so great an additional crew and vehicle will be needed by April 2017. The predicted housing growth means that further crews will be needed by April 2019 & April 2021.

- 2.4 Much of the growth is expected in Bicester so the additional crews are likely to need to operate out of Bicester depot. However, Bicester depot is at full capacity. The search for a new depot is underway. If a new site in Bicester cannot be quickly found the new crews and vehicles may have to operate out of Thorpe Lane depot where capacity exists. However, this will add to revenue costs with an extra 1 hour – 1.5 hours a day being lost in transit.
- 2.5 Besides the main collections, other capacity issues include the delivery of containers. With each new property requiring three wheeled bins and a caddy the number of deliveries to new properties alone has increased greatly. The table below sets out the deliveries to new properties. On top of these deliveries are replacements for lost or damaged containers, requests for additional containers and requests for commercial containers.
- 2.6 The Waste policies which are followed have not been reviewed for a few years. With a shared service being in operation since April 2014 and with a move towards a shared service for Customer Services, a review has taken place of some of the current policies including comparing and contrasting the policies of each Council.
- 2.7 The main proposals for change include no longer supplying recycling boxes except in exceptional circumstances, supplying the first blue recycling bin at no charge, standardising the cost of a second blue bin between the two councils, supplying an additional blue bin for large families. The details are set out in Appendix 1
- 2.8 The proposed changes should make recycling even easier for residents and will mean that the waste policies between the two Councils will be very similar. Bringing the waste policies closer together will help the management of the shared service and assist the Customer Service Centre moving to a shared service.

3.0 Report Details

Housing Growth

- 3.1 The Waste & Recycling service has increased the productivity of the crews through changing working practices, regularly reviewing the efficiency of the collection rounds, minimising transit times to the disposal & recycling outlets and investing in staff training. Each round on average covers 6,100 properties or over 1,500 properties per day. For the District which is a mixture of urban & rural, the averages for purely urban rounds are higher and for rural rounds slightly lower.
- 3.2 Comparison work has been done with other authorities and CDC rounds are significantly bigger than most which indicates a high productivity rate.

- 3.3 Waste & Recycling collections are organised by splitting the District into North & South. On any given week ten crews will be engaged in refuse and dry recycling collections. Five garden/food waste crews will operate in one half of the district one week and in the other half of the District on the other week.
- 3.4 The rounds are now full and from April 2106, the collection day of 700 properties was changed to a Monday. This number is expected to rise as housing growth continues during 2016/17. By April 2017, the number of properties moved to a Monday will be so great an additional crew and vehicle will be required. Projected housing growth means that further additional crews & vehicles will be needed in April 2019 and April 2021.
- 3.5 These three extra crews are expected to be based at Bicester. However the Highfields Depot is at full capacity. A project is underway to find a suitable new depot. If this project can't deliver a new depot in time it will mean that additional crews will operate out of Thorpe Lane where capacity exists. However this is inefficient as 1-1.5 hours per day would be lost travelling to Bicester.
- 3.6 The growth in the number of properties has led to an increase in the number of bin deliveries and changes in the way containers are delivered. The table below sets out the deliveries to new properties. On top of these deliveries are replacements for lost or damaged containers, requests for additional containers and requests for commercial containers.

Financial Year	Number of new properties	Deliveries/week
2015/16	1300	25
2016/17	1845	35
2017/18	2345	45
2018/19	2200	42

- 3.7 The increase in demand means that rather than all deliveries being made from Thorpe Lane the deliveries are done from both depots. With shorter delivery runs, the number of containers which can be delivered each day has increased. Besides new properties there is a significant demand for replacement green bins (which in some cases are 19 years old), replacement brown bins and requests for additional blue bins. In addition, the development of commercial waste services in the South of the district means that more and larger 1100 bins are being delivered to new commercial waste customers.
- 3.8 The costs of the containers for new properties are largely met from S106 funds. Costs for 1100 bins are usually recovered from commercial charges in the first eighteen months or so.

Waste Policies

- 3.9 The waste policies to which the Waste & Recycling service operates have not been reviewed for a few years. With a shared service being in operation since April 2014, it seemed sensible to compare and contrast the waste policies of SNC and CDC bringing them together where possible. With a shared Customer service coming into operation it will make this operation simpler if the waste policies are the same wherever possible.

- 3.10 The number & size of some bins are set by the number of residents in each household. A 180 litre green bin has been provided to most households for some time. For households of 5 or 6 a 240 litre residual waste bin is provided with larger households being provided with a 360 litre bin. Until now no allowance for more recycling capacity has been provided for larger families. Hence it is proposed to issue a second blue bin for households of 5 or more.
- 3.11 In SNC a second residual bin has been provided when a rental charge of £90/year is paid. In total there are less than 50 properties which take up this service. The proposal is for the Council to adopt this policy. The number of requests is expected to be low.
- 3.12 Currently blue bins are supplied to all new properties at no cost. There are relatively few properties in the District which do not have a blue bin but use blue boxes. Blue boxes are becoming an increasing problem, they are the source of some wind-blown litter, they create lifting problems for staff and they are no longer significantly cheaper than a wheeled bin. Hence, the proposal is to no longer supply blue boxes except in exceptional circumstances such as at a property that cannot accommodate a wheeled bin. There are around 2,000 boxes and lids issued each year. The change in policy will reduce the number of boxes to extremely low numbers, will help reduce wind-blown litter and reduce some manual handling risks. There will be some increase in the issuing of blue bins but much of the increased cost will be offset by the reduction in boxes and the increase in recycling.
- 3.13 The make up of commingled dry recycling has been changing with less newspapers but more plastic bottles & cardboard present. Hence, there has been an increase in volume of recycling leading to some households choosing to pay for a second blue bin. Currently the charge is £20, this has been the same charge since 2003. In SNC the charge for a second bin is £30, this covers the purchase, delivery and administration. The proposal is to charge a £30 one off cost for a second blue bin but for bin sales and Neighbourhood Blitz events offer a reduction to £18.
- 3.14 In SNC garden waste is collected separately and each property is issued with a garden waste bin. For second garden waste bins a charge of £30/year is made. In this Council garden waste & food waste are collected together. All properties are issued with a brown bin. Second brown bins can be acquired for a one off charge of £20, this charge has remained unchanged since 2003. The proposal is to increase the one off charge to £30, the same as the one off charge for a second blue bin. The one off nature of the charge reflects the difference in this Council where garden and kitchen waste is co-mingled which is not the case in SNC.
- 3.15 Both SNC & this Council operate the in cab technology Bartec. SNC has a newer version as they adopted the system in 2013. This Council will move over to the newer version during 2016. This change will make the management of the shared service easier and more uniform. One area of difference which can be addressed by the new system is around missed bins. Currently this Council returns to empty all reports of missed bins. In SNC, if bins are not put out for collection they are logged on Bartec so if residents claim their bin has been missed but the crew have reported as it not placed out for collection the crew will not return to collect it.
- 3.16 The intention, subject to Executive support, is to commence these new policies from the 1 September 2016.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The district is rapidly growing from a growth rate of less than 1%/year in recent years to more than 3%/year this year and 4%/year next year. This rapid growth has meant the collection rounds are now full. The productivity of the collection rounds is very good and there are few opportunities to increase this further. Consequently, additional rounds will be required in future years. The next round will be required in April 2017 with further rounds needed by April 2019 and April 2021. Each additional round will increase revenue costs by around £150k/year.
- 4.2 One of the major constraints to additional rounds is capacity at Bicester depot. The depot is full and unable to accommodate a growth in vehicle numbers and staff. A project is underway to locate a new depot in the Bicester area.
- 4.3 The waste policies of this Council and SNC have been reviewed with a view to bringing them closer together wherever possible. This should make it easier for a shared Customer Service Centre and for Environmental Services to manage the shared Waste & Recycling service

5.0 Consultation

South Northamptonshire Council

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified

Option 1: To reject the proposed changes

Option 2: To ask officers to consider alternative improvements

7.0 Implications

Financial and Resource Implications

- 7.1 The cost of additional crews and vehicles will be considered in the financial plans during the annual budget setting process.

Comments checked by Paul Sutton, Chief Finance Officer, 0300 0030106,
Paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no legal implications with this report.

Comments checked by: Kevin Lane, Head of Law and Governance
kevin.lane@southnorthants.gov.uk – 0300 0030107

Risk

- 7.3 The Waste & Recycling service is delivered to all domestic properties in the District. There is a reputational risk if the Council does not deliver a high quality, consistent service. This risk will be managed as part of the services operational risk register and escalated to the corporate register as and when necessary.

Comments checked by Louise Tustian, Senior Performance & Improvement Officer, 01295 221786, louise.tustian2@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met No

Community Impact Threshold Met No

Wards Affected

All

Links to Corporate Plan and Policy Framework

Cherwell: Safe, Clean and Green - Provide high quality waste and recycling services helping residents recycle as much as possible.

Lead Councillor

Councillor Debbie Pickford, Lead Member for Clean and Green

Document Information

Appendix No	Title
1	Proposed waste policy changes
Background Papers	
None	
Report Author	Ed Potter, Head of Environmental Services
Contact Information	0300 003 0105 ed.potter@cherwellandsouthnorthants.gov.uk

Appendix 1 -Policies for Household Bins

Overview

The policies for providing bins for both authorities have been reviewed and aligned wherever possible. It is important to remember that the colours of bins have not changed and are different in both authorities (with the exception of the blue recycling bins). The policies below do not therefore refer to the colours of the bins but what they are used for.

Rubbish and recycling bins

The number of bins provided depends on the number of permanent residents in the household:

Household size	Bins provided
Up to 4	180 litre rubbish bin
5 or 6	240 litre rubbish bin + extra 240 litre recycling bin
7 or more	360 litre rubbish bin + extra 240 litre recycling bin
Families including 2+ children in nappies can have the next bin size up for rubbish	

If households do not meet the above criteria and still want another rubbish bin they can **pay £90 a year** for an extra 240l rubbish bin.

Impact

- The 180 litre bin is a new standard size for SNC and will help to reduce the amount of rubbish collected (already approved by Cabinet).
- The option to pay for an extra bin is new for CDC.
- Extra recycling bins for 5+ residents will encourage more recycling for both authorities (new for both).

Recycling bins

The first blue recycling bin is supplied to all residents **free of charge**. This applies to brand new households and people moving into an existing house if there are no bins there.

If households do not fit the criteria above, extra recycling bins are a **£30 one off fee** for a 240 litre bin or a 140 litre bin. Bin sales will be held at least twice a year when the price is reduced to £18.

Recycling boxes are **no longer usually supplied**. Where storage space for bins is a problem an officer will visit to determine arrangements and will have discretion to provide sacks or boxes where necessary.

Impact

- Making the first blue bin free in CDC will remove barriers to recycling and is more fair to residents.
- Stopping the supply of recycling boxes will save money in CDC and ensure consistency of service.
- The price for extra bins will be standardised.

Compost bins

The first 240 litre compost bin is provided free of charge. Extra bins are charged as follows:

SNC	CDC
£30 a year	£30 one off *

*(£18 one off during bin sale to be held at least twice a year)

CDC households can buy extra garden waste sacks for £10 for a roll of 25. These are not available for SNC residents due to the way the waste is processed.

Impact

- There is no change to CDC or SNC.

Missed bins

Crews will record collection problems and reasons for not emptying bins on Bartec. Customer services will check Lagan for any crew events logged against the missed collection. If no event is logged and a bin is reported as missed then we will return to empty **(by the end of the next working day for SNC, within four working days for CDC).*

If an event is logged (e.g. bin not out or contaminated) **we will not return** but can book an excess collection for next time or agree to empty recycling/compost bin on next rubbish collection if contaminated.

Online forms to report missed bins are being redesigned to check for events and will not automatically generate a service request to return for the missed bin if an event is logged.

Impact

- There is no change for SNC.
- This is a change for CDC but will significantly cut down on the number of unnecessary return visits.

Policies for Other Services

Clinical waste

We collect infectious clinical waste from households on request from the Health Authority. Sanitary/hygiene waste is collected in the rubbish bin; extra capacity is given if needed on request.

Sharps (needles) collections

No collection service provided for households in CDC as GP surgeries provide bins at surgeries.

Sharps are collected on demand every Tuesday for households in SNC. Some GP surgeries provide bins but not all. This is being reviewed by the Northamptonshire Waste Partnership.

Lost/stolen/damaged bins

Lost/stolen/damaged bins replaced free of charge (householders are asked to wait two working days to report in case bin turns up and online reports are automatically rejected if within two days).

This page is intentionally left blank

Cherwell District Council

Executive

4 July 2016

Statement of Community Involvement (SCI) 2016

Report of Head of Strategic Planning and the Economy

This report is public

Purpose of report

To present the results of public consultation on the draft Statement of Community Involvement (SCI) 2016 and to seek approval for the completed SCI to be presented to Council for adoption.

1.0 Recommendations

The meeting is recommended:

- 1.1 To endorse the completed Statement of Community Involvement (SCI) 2016 at Appendix 1 and recommend it be approved by Full Council, subject to any minor typographical or presentational corrections being made by the Head of Strategic Planning and the Economy.
- 1.2 To note that upon adoption the SCI 2016 will replace the current adopted SCI 2006.

2.0 Introduction

- 2.1 The Council as Local Planning Authority must produce a Statement of Community Involvement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended).
- 2.2 The SCI sets out who the Council will engage with in the preparation of its planning policy documents and how and when they will be engaged. The SCI also includes how the Council will consult on planning applications. Its aim is to encourage community and stakeholder involvement and set out clear expectations of the Council. The SCI therefore sets the framework for planning-related consultations which will ensure there is genuine involvement in plan-making. It also enables the Council to demonstrate how it has met statutory requirements. In undertaking Local Plan Examinations, Planning Inspectors consider whether Plans have been prepared in accordance the relevant SCI in assessing legal compliance.

- 2.3 The existing SCI was adopted by the Council in July 2006. Since then there have been a number of changes to both planning legislation and policy. Technological advances, including increased use and availability of electronic communications such as email and the internet, have also changed the way public consultation is undertaken. The Council is at the early stage of producing a number of new planning policy documents which will require community and stakeholder involvement. It is therefore appropriate to complete a new SCI.
- 2.4 SCIs are no longer defined as 'Development Plan Developments'. They are no longer required to be submitted to the Secretary of State for formal public examination and there is no statutory requirement to consult on an SCI. However, in view of their purpose, their use in preparing and examining planning policy documents, and their relevance to the preparation of applications for planning permission, it was decided by the Executive on 4 January 2016 to consult on the draft SCI 2016 before it was completed and presented for adoption. Consultation assists in the production of a robust SCI.
- 2.5 Following the approval by the Executive on 4 January 2016, the draft SCI 2016 was published for public consultation between 29 January and 11 March 2016. A number of consultation responses were received which are summarised at Appendix 2 to this report. This completed SCI presented at Appendix 1 for approval takes into account those responses and other changes suggested by officers to improve the document. The changes made since the meeting of the Executive on 4 January are underlined. Members' approval of the completed SCI is sought to enable it to be presented to Council for adoption. Once adopted it will replace the SCI adopted in July 2006 with immediate effect.

3.0 Report Details

- 3.1 The SCI needs to comply with statutory requirements and Government policy for plan making and consultation on planning matters. However, the Government no longer provides guidance on how to produce a SCI. It is for planning authorities to decide how they will prepare their own SCI.
- 3.2 The completed SCI 2016 responds to number of changes to the planning system, including the latest plan-making regulations, the Duty to Co-operate with prescribed bodies and Neighbourhood Planning introduced by the Localism Act 2011.
- 3.3 The Council is producing a number of planning documents which involve community engagement and consultation. It is therefore important to have an up to date policy for community involvement. Documents being produced include Local Plan Part 2, the Partial Review of Local Plan Part 1 and a number of Supplementary Planning Documents (SPDs). Although the Community Infrastructure Levy (CIL) is a charge rather than a planning policy document, the consultation stages for CIL have been set out in the SCI. The Local Development Scheme that was approved by Executive on 4 January 2016 provides the programme for the completion of these projects.
- 3.4 The completed SCI 2016 clearly sets out the key stages for preparing the above documents, the methods of community engagement that will be employed and how and when people will be consulted. The only significant proposed retraction is to cease depositing planning policy documents on the County Council's mobile library

service. Wider access to the internet makes this possible and there is little space for reviewing what are often detailed documents in such an environment. A notable addition, in the inclusion of Banbury Town Council as a specified 'deposit' location for documents. It is understood that building work at the time the 2006 SCI was prepared had prevented this.

- 3.5 Neighbourhood Plans can be produced by Town and Parish Councils. The consultation responsibilities for the preparation of those plans does not lie with this Council and the SCI relates only to the District Council's functions as Local Planning Authority. However, this Council is responsible for seeking representations on the submitted plans, organising referenda, and formally 'making' the final plans. The SCI therefore has some relevance and sets out the formal requirements. The Council's requirements in respect of Sustainability Appraisal and Habitats Regulations Assessment are also captured.
- 3.6 The completed SCI 2016 also clarifies the process for consulting on planning applications. It establishes how the Council expects applicants to engage with communities in preparing applications, particularly for major development. This part of the SCI has been prepared in consultation with the Head of Development Management.
- 3.7 The consultation on the draft SCI 2016 from January to March 2016 generated 12 responses which were made by Parish Councils, planning agents and local residents. The consultation responses, summarised at Appendix 2 to this report, have been taken into consideration by officers. Some minor amendments to the SCI have resulted from this. These and other changes made by officers to further improve the SCI are shown underlined in the completed document at Appendix 1. In brief, the main issues raised through the consultation exercise are:
- no reference is made specifically to Parish Meetings
 - concerns about the length and timing of consultation periods for understanding and responding to the number of consultation documents
 - the Council's website not being user friendly
 - request for explanations to be provided to Parish Councils where decisions on planning applications have overruled objections
 - engagement during the preparation of Local Development Documents
- 3.8 Officer responses to the comments made are provided within Appendix 2 to this report.

4.0 Conclusion and Reasons for Recommendations

- 4.1 A new Statement of Community Involvement is required. Following consultation on a draft document earlier this year, changes have been made and a completed SCI 2016 is presented at Appendix 1. The completed SCI is considered to be an appropriate basis for community engagement and stakeholder consultation on planning policy documents and in the consideration of planning applications. It is recommended that the Executive approve the SCI for presentation to Council for formal adoption. Upon adoption it will replace the existing SCI 2006 with immediate effect.

5.0 Consultation

5.1 Internal briefing: Councillor Colin Clarke, Lead Member for Planning

6.0 Alternative Options and Reasons for Rejection

6.1 *Continue to use the SCI that was adopted in July 2006.*

This is not recommended as although the SCI 2006 is comprehensive, it is dated. It does not reflect changes to plan-making and development management processes.

6.2 *To reconsider the content of the proposed SCI 2016*

The completed SCI 2016 has been produced having regard to statutory and policy requirements for plan-making and development management. Examples of recently approved SCIs have been considered. Public consultation has been undertaken. It is considered by officers to be appropriate for presentation to Council for formal adoption.

7.0 Implications

Financial and Resource Implications

No significant direct financial implications arising from this report. The cost of implementing the final SCI 2016 as proposed can be met within existing budgets and is likely to be comparable with the existing SCI 2006.

Comments checked by:

Paul Sutton, Head of Finance and Procurement, tel. 0300-003-0106

Paul.Sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

The Council has a legal duty to produce an SCI under the Planning and Compulsory Purchase Act 2004 (as amended).

Comments checked by:

Nigel Bell, Team Leader – Planning & Litigation, tel. 01295 221687

Nigel.Bell@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision -

Financial Threshold Met - No

Community Impact Threshold Met - Yes

Wards Affected

All

Links to Corporate Plan and Policy Framework

This report directly links to all four of the corporate priorities and objectives set out in the Cherwell District Council Business Plan 2016-17 as follows:

- A district of opportunity
- Safe, green, clean
- A thriving community
- Sound budgets and customer focused council

Lead Councillor

Councillor Colin Clarke - Lead Member for Planning

Document Information

Appendix No	Title
Appendix 1	Statement of Community Involvement 2016 for Executive
Appendix 2	Summary of consultation responses, officer response and proposed changes
Background Papers	
None	
Report Authors	Yuen Wong, Senior Planning Officer David Peckford, Planning Policy Team Leader
Contact Information	yuen.wong@cherwell-dc.gov.uk ext. 1850 david.peckford@cherwell-dc.gov.uk ext. 1841

This page is intentionally left blank

Statement of Community Involvement 2016

for Executive

CHERWELL DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT July 2016

Planning Policy Team
Cherwell District Council
Bodicote House
Bodicote
Banbury
OX15 4AA

planning.policy@cherwell-dc.gov.uk
01295 227985



DISTRICT COUNCIL
NORTH OXFORDSHIRE

CONTENTS

Section	Page
1. Introduction.....	5
• What is the Statement of Community Involvement?	
• Why is a new Statement of Community Involvement required?	
• Structure of the Statement of Community Involvement	
2. Context.....	7
• Planning Policy	
• Overview of the plan making process	
3. Community Involvement in Plan Making.....	143
• Type of engagement methods	
• Who will we engage?	
• When will we engage?	
• How will we engage?	
A. Development Plan Documents	
B. Supplementary Planning Documents	
C. Community Infrastructure Levy	
D. Neighbourhood Planning	
E. Planning applications	
4. Reviewing and Monitoring the SCI.....	465

Appendices

1. Local Development Documents – Specific and general consultation bodies
2. Neighbourhood Plan consultation bodies
3. Community Infrastructure Levy consultation bodies
4. Deposit Locations
5. Glossary

I. Introduction

What is the Statement of Community Involvement?

- I.1 This Statement of Community Involvement (SCI) sets out who Cherwell District Council will engage with in preparing key planning policy documents and how and when they will be engaged. The SCI also includes how the Council will consult on planning applications. Its aim is to encourage community and stakeholder involvement. The SCI sets the framework for planning-related consultations which will ensure there is genuine involvement in plan and decision making. It will also enable the Council to demonstrate how it has met statutory requirements. The SCI was consulted upon from 29 January to 11 March 2016.

Why is a new Statement of Community Involvement required?

- I.2 The Council as Local Planning Authority must produce a Statement of Community Involvement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). The Council must comply with the adopted SCI in preparing relevant planning policy documents and in determining planning applications. The previous existing SCI was adopted by the District Council in July 2006. Since then there have been a number of changes to both planning legislation and policy, particularly as a result of the Localism Act 2011. Technological changes including the increased use and availability of electronic communications such as email and the internet, including social media, have also changed the way public engagement takes place. It was therefore appropriate to prepare a new SCI. Future changes to statutory requirements might affect how the SCI is implemented. Significant changes may necessitate a review.

Structure of the Statement of Community Involvement

- I.3 The SCI is structured as follows:

- 'Context'
 - sets out the relevant national planning context
 - provides an overview of the plan making system.
- 'Community Involvement in Plan Making'
 - provides an overview of the process, and what is required in relation to Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), Neighbourhood Development Plans (NDPs), the preparation of a potential Community Infrastructure Levy (CIL) and planning applications. This section also includes a section on engagement methods.
- 'Reviewing and Monitoring the SCI'
 - sets out how the SCI will be monitored and under what circumstances it might be reviewed.
- Appendices

2. Context

Legal Requirements

- 2.1 The Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). It needs to comply with statutory requirements ~~and Government~~ for plan making and consultation on planning matters. However, the Government no longer provides guidance on how to produce a SCI. It is for local planning authorities to decide how they will prepare their own SCI.

Changes to Primary Legislation

- 2.2 This SCI addresses a number of changes to the planning system, including the statutory Duty to Co-operate with prescribed bodies and Neighbourhood Planning introduced by the Localism Act 2011.

- 2.3 The main changes affecting the SCI are:

- Duty to Co-operate - The Act establishes the duty to co-operate in relation to the planning of sustainable development. It requires a Local Planning Authority (LPA) to engage constructively, actively and on an on-going basis on strategic matters with other LPAs and designated bodies.
- Neighbourhood Planning - The Act introduces a new tier of planning policy documents known as Neighbourhood Development Plans (NDP). Parish and Town Councils are able to prepare an NDP for all or part of their area. The LPA has a duty to support the preparation of such a plan, including the appointment of a person to examine the document and hold a referendum. Any plan needs to conform with the strategic elements of the Development Plan and national policy. As the SCI relates to the District Council's functions as Local Planning Authority, the SCI cannot legally be applied to the functions of Town and Parish Council's in preparing their Neighbourhood Plans. However, it has some relevance to the District Council's statutory requirements to process and formally seek representations on Neighbourhood Plans once they have been formally submitted.

- 2.4 It is possible that primary legislation will be amended as the Council produces its planning documents. Any significant change that affects community involvement may lead to a need to review the SCI,

Town and Country Planning (Local Development) (England) Regulations 2012

- 2.5 These Regulations were introduced in 2012 and are the main 'rules' for the preparation of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Key Regulations include:

- Regulation 2 – states the 'specific' and 'general' consultation bodies
- Regulations 12 and 13 – public participation in the preparation of Supplementary Planning Documents (SPDs)
- Regulation 14 – adoption of SPDs
- Regulation 18 – public participation in the preparation of a local plan
- Regulation 19 – publication of a local plan
- Regulation 20 – representations relating to a local plan

- Regulation 22 – submission of documents and information to the Secretary of State
- Regulation 24 – Independent examination on a local plan
- Regulation 25 – publication of recommendations following an examination
- Regulation 26 – adoption of a local plan
- Regulation 35 – availability of documents
- Regulation 36 – copies of documents.

Neighbourhood Planning Regulations (April 2012) (as amended)

2.6 The Neighbourhood Planning (General) Regulations contain the provisions for neighbourhood planning, introduced by the Localism Act. This includes the procedures for setting up neighbourhood areas and forums and for preparing NDPs, neighbourhood development orders and community right to build orders. Key Regulations include:

- Regulation 7 – Designation of an area application
- Regulation 16 – Consultation on the submission Neighbourhood Development Plan
- Regulation 19 and 20 – Decision and publication of the made Neighbourhood Development Plan

The Community Infrastructure Levy Regulations (April 2010) (as amended)

2.7 The CIL Regulations set out the provisions for CIL introduced by the Planning Act 2008. They prescribe the procedures and the bodies to be consulted during the preparation of a CIL. Key Regulations include:

- Regulation 15 – Stakeholder engagement and consultation on the preliminary draft charging schedule
- Regulations 16 and 21 – Consultation on the draft charging schedule
- Regulation 19 – Submission of charging schedule
- Regulation 25 – Approval of charging schedule

2.8 Significant changes to statutory regulations or other secondary legislation may necessitate a future review of the SCI.

Planning Policy and Guidance

National Planning Policy Framework (NPPF) (March 2012)

2.9 The National Planning Policy Framework (NPPF) sets out a presumption in favour of sustainable development and identifies the following roles for the planning system:

- Economic - building a strong economy by ensuring the right type of land is available in the right places to support growth, including the provision of infrastructure.
- Social - supporting strong, vibrant and healthy communities, by providing sufficient housing to meet the needs of future generations, and creating a high quality environment with accessible local services that reflect the community's needs.

- Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change.
- 2.10 The NPPF promotes a plan-led system, and re-iterates the duty to co-operate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.
- 2.11 The NPPF sets out that LPAs should approach decisions on planning applications in a positive way to help deliver sustainable development, that they should look for solutions rather than problems, and that they should work proactively with applicants to secure development that improves the economic, environmental and social conditions of an area.
- 2.12 The NPPF states that Local Planning Authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.
- 2.13 It makes clear that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.

Planning Practice Guidance

- 2.14 Planning Practice Guidance (PPG) provides advice on a wide range of topic areas including the Duty to Co-operate; Local Plans, Neighbourhood Planning, Community Infrastructure Levies (CIL) and consultation on planning applications. It is updated by the Government on an on-going basis.
- 2.15 The PPG advises that Local Planning Authorities will need to identify and engage at an early stage with all those that may be interested in the development or content of the Local Plan, including those groups who may be affected by its proposals but who do not play an active part in most consultations. Those communities contemplating or pursuing a Neighbourhood plan will have a particular interest in the emerging strategy, which will provide the strategic framework for the neighbourhood plan policies. The PPG states that the Local Planning Authority will also need to ensure that it works proactively with other authorities on strategic cross boundary issues in line with the duty to cooperate.

Overview of the plan making process

Local Development Scheme

- 2.16 The Local Development Scheme (LDS) is a rolling business plan for the preparation of key planning policy documents that will be relevant to future planning decisions. It outlines the programme and resources for completion and adoption of each relevant planning document. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that the Council prepares and maintain a LDS.

Development Plan

- 2.17 The statutory term for formally adopted Development Plan Documents ~~and~~ 'made' Neighbourhood Plans. The Development Plan can include 'saved policies' from earlier adopted plans. Applications for planning permission must be determined in accordance with

the Development Plan unless material considerations indicate otherwise. A material planning consideration is one which is relevant to making the planning decision in question.

Development Plan Documents

- 2.18 Development Plan Documents (DPDs) are plans which set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy and community facilities and infrastructure as well as a basis for safeguarding the environment, adapting to climate change and securing good design. DPDs are critical tool in guiding decisions about individual development proposals and generally look forward fifteen to twenty years. Upon completion they are adopted as part of the statutory Development Plan. The adopted Cherwell Local Plan 2011-2031 (Part 1) is a Development Plan Document.

Supplementary Planning Documents

- 2.19 Supplementary Planning Documents (SPDs) expand upon and provide further detail to policies in DPDs. They must be consistent with DPDs and, where relevant, can be considered in determining planning applications. However, they do not form part of the statutory Development Plan.
- 2.20 SPDs can be used to provide additional guidance on the development of a specific site or on a particular issue such as parking or design.

Neighbourhood Planning

- 2.21 The Localism Act introduced a new right for local communities to draw up Neighbourhood Development Plans (NDPs) for their areas. Neighbourhoods can also grant planning permission through specific Neighbourhood Development Orders (NDOs) or Community Right to Build Orders.
- 2.22 NDPs are required to reflect strategic policies in an up to date Local Plan, and should plan positively to support those policies. A Neighbourhood Plan should not promote less development than is set out in a Local Plan, nor undermine the strategic policies within a Local Plan. A LPA has a duty to support the preparation of an NDP, though is not involved in all stages of preparation.
- 2.23 The preparation of an NDP is optional. ~~However,~~ However, the Council, as a LPA, has a significant role in managing the formal stages of the preparation process and ensuring that the Neighbourhood Planning Regulations are complied with. Neighbourhood Plans are not 'Development Plan Documents' but once they are 'made' they become part of the statutory Development Plan.

Community Infrastructure Levy

- 2.24 The Community Infrastructure Levy (CIL) is a charge that allows local authorities to raise funds from most types of new development in their area to help fund infrastructure to support development growth. This could include open space, leisure centres, cultural and sport facilities, transport schemes, schools among other requirements. Local authorities wanting to introduce a CIL charge in their area must produce a Charging Schedule which sets out the levy rate(s) that the authority will charge. The rate is charged per square metre of new floor space created and the charge is non-negotiable. The Community Infrastructure Regulations 2010 (as amended) sets out the procedure that charging authorities must follow

prior to adopting a Charging Schedule. Any review of the CIL charging schedule (a schedule of the CIL rates for different land uses or development types and areas of the District) will also be subject to consultation.

Sustainability Appraisals and Strategic Environmental Assessment

- 2.25 The Council is required to assess the social, environmental and economic implications of policies and proposals of DPDs and SPDs where it is relevant to do so. Sustainability Appraisals (SAs) and Strategic Environmental Assessments (SEAs) will help to test the soundness of planning policy documents by ensuring they reflect sustainable development objectives, as well as being consistent with each other in terms of their objectives and policies. The Council will consult the local community on its SAs and involve key stakeholders in its preparation. Parish Councils (or other Neighbourhood Forums) may also be required to undertake SEA in preparing Neighbourhood Plans. There is no longer a specific requirement for a SA to be produced for all SPDs.

Habitats Regulations Assessment

- 2.26 Habitats Regulations Assessment (HRA) is required under the European Directive 92/43/EEC on the "conservation of natural habitats and wild fauna and flora for plans" that may have an impact of European (Natura 2000) Sites. It will determine if a document, such as a DPD, contains proposals that are likely to have a significant effect on international sites (such as the Oxford Meadows Special Area of Conservation which falls within the district) . The Habitats Regulations 2010 (as amended) requires: "*The plan-making authority must for the purposes of the assessment consult the appropriate nature conservation body and have regard to any representations made by that body within such reasonable time as the authority specify.*" (Reg 102 (2)) It continues stating "*They must also, if they consider it appropriate, take the opinion of the general public, and if they do so, they must take such steps for that purpose as they consider appropriate.*" (Reg 102 (3)).

Annual Monitoring Report

- 2.27 An Annual Monitoring Report (AMR) reviews progress on Local Plans and includes monitoring information on employment, housing and natural environment. An AMR is the tool that can be used to lead to policy change if the policies in the Local Plan are not achieving the desired results. There is no requirement to consult on the AMR but it must be made publicly available.



3. Community Involvement in Plan Making

3.1 Cherwell District Council has a duty to put in place a framework of planning policies (known as the Local Plan) which will be used to guide development proposals and to help determine planning applications. As part of the preparation of these planning policies and supporting documents there are statutory stages of consultation that must be undertaken to allow the public and stakeholders to have their say on what is being proposed.

Type of engagement methods

3.2 There are a range of methods by which the Council will seek to engage with relevant bodies and the local community in the preparation of its planning documents. These are set out in Table I below. The methods of engagement have one of three purposes:

- Information – to provide the community with balanced, clear and easily understood objective information to assist them in understanding the problem, alternative or solutions
- Consultation – to obtain the views of the community on proposals, analysis, alternatives or decisions
- Participation – to partner with the community in each aspect of the decision making process, including the development of alternatives and identification of the preferred position. Working cooperatively to seek mutually beneficial outcomes



3.3 The method of engagement will depend on its purpose, whether the scope of engagement is proportionate to the issues and stage of preparation, and 'value for money' considerations

such as the staff resources required and direct costs. The possible engagement methods are listed in Table I.



Table I: Engagement methods

Engagement method	Purpose	Commentary
'Cherwell Link'	Information	The District Council's free publication 'Cherwell Link' is sent to every household in the District and can be used to disseminate information about the plan making process, emerging issues and consultation events. This offers an opportunity to reach every household in Cherwell.
Council Meetings	Information	<p>While the public are not able to automatically take part in the majority of scheduled Council meetings they are able to attend most, where they will be able to listen to the debate when the Council makes decisions on key issues and can request to address the meeting. Advanced notice is required and restrictions apply (please see Council's Constitution). It is important in a transparent planning system that the public are fully aware of the issues being debated and have access to observing the decision making process.</p> <p>The Local Development Documents (LDDs) will be considered either the Council's Executive or by full Council as set out in the Council's Local Development Scheme. The agendas and the minutes of previous Council meetings are available on the Council's website normally five days before the meeting takes place. The Council also offers live website broadcasting of some Council meetings. More details on this and Council meeting dates can be found on the Council's website at www.cherwell.gov.uk</p>
Emails	Information	Emails are an affordable and effective method of communication for

		<p>raising awareness, keeping people informed and receiving feedback. Emails will be used as part of statutory and non-statutory consultation. The Planning Policy Team maintains a consultation database of those people who are automatically notified about relevant planning policy consultations. People who respond to consultations are added to the database and the Council is obliged to contact certain specific consultation bodies.</p> <p>People who wish to be added to or removed from the database can contact the Planning Policy Team on 01295 227985, by email to planning.policy@cherwell-dc.gov.uk or by post to the Planning Policy Team at the Council's offices.</p> <p>For easy reference, emails can also contain hyperlinks to documents on the website. Where email addresses are provided to the Council, by preference emails will be used rather than letters.</p> <p>People who have registered on the Council's Public Access system will receive notifications on certain planning applications.</p>
Exhibitions	Consultation / Participation	<p>Exhibitions are a useful way of presenting information and options to the public, especially local communities. They are an effective visual tool and provide the community with the opportunity to question and resolve issues. They are also a good tool for reporting back the findings of previous consultation exercises. Exhibitions are able to reach large numbers of people if well-advertised. They provide the opportunity for face-to-face contact between Council representatives and local communities.</p>
Focus Groups / Forums	Participation	<p>Focus groups or forums enable local people to discuss planning issues. Focus groups can help local authorities to gain a better understanding of public concerns and help focus consultations in specific matters.</p> <p>Members of the community can sometimes be employed to undertake the engagement exercise and this can help in overcoming barriers. People may be more likely to respond to messages from similar or related groups. Alternatively a representative from an organisation or group could be employed to liaise with specific groups.</p>
Frequently Asked Questions	Information	<p>As appropriate the Council will issue a set of Frequently Asked Questions to supplement a consultation where there are known issues and questions that are likely to arise.</p>
Letters	Information	<p>A traditional but effective method as potentially everyone can be targeted in this way. To ensure high standards in efficiency, the Council will need to keep the consultation database of community members and stakeholders up-to-date so that they could be notified with updates. Letters will be used to accompany new material for consultation and ask for comments.</p> <p>The Planning Policy Team maintains a consultation database of those people who are automatically notified about relevant planning policy consultations. People who respond to consultations are added to the database and the Council is obliged to contact certain specific</p>

		<p>consultation bodies.</p> <p>People who wish to be added to or removed from the database can contact the Planning Policy Team on 01295 227985, by email to planning.policy@cherwell-dc.gov.uk or by post to the Planning Policy Team at the Council's offices. Where email addresses are provided to the Council, by preference emails will be used rather than letters.</p> <p>Letters of notification on planning applications will be sent out to those who will be affected to advise on the planning application number, proposal and ways to comment.</p>
Online Consultation	Consultation	<p>Online consultation works in conjunction with other consultation techniques and can offer community stakeholders the opportunity to respond to consultations online. It can be used in tandem with online questionnaires to provide responses to consultations.</p> <p>The Planning Policy Team does not presently operate a formal on-line consultation system. If it chose to do so in the future, or if an on-line consultation system were to be used for a particular consultation, people registered on the Planning Policy Team's consultation database would be notified in advance.</p>
Paper copies of documentation	Information	<p>Paper copies of key consultation material will be made available at the 'deposit locations' such as in local libraries (please see Appendix 5 for deposit locations). Where consultations are supported by supplemental documents such as technical evidence, it may only be practicable and cost effective to make those documents available in hard copy at the Council's main offices at Bodicote House. Where particular p<u>Key planning policy documents that could affect an area of a Town/Parish Council/Meeting(s) within the district -will generally be sent in hard copy to the Paper copies may be sent to that relevant Town/Parish Council/Meeting(s):</u> Copies of adopted Development Plan Documents will be sent to all Town/Parish Councils/Meetings within the district as a matter of course. Any person may make a request to the Planning Policy Team for a copy of such a document but a reasonable charge may need to be made. Copies of documents can also be obtained in large print, Braille, audio tape or in other languages. All published documents will be made available electronically.</p>
Meetings with Parish Councils/Meetings	Information and Participation	<p>As appropriate, meetings and workshops between the Council and Parish Council/Meeting(s) will be held to discuss particular issues or for the preparation of Neighbourhood Development Plans.</p> <p>Parish Liaison meetings between the Council and representatives of Parish Councils/Meetings are held twice a year. The purpose is to raise and discuss issues of mutual interest and so Councillors can effectively relay information to local residents. Updates from the Planning Policy Team will be provided at the Parish Liaison meetings when necessary.</p>
Meeting / Discussions with	Information and	<p>As appropriate, meetings and discussions with stakeholders to assist understanding of issues and potential options</p>

Stakeholders	Participation	
Planning Aid England	Participation	<p>Planning Aid England offers independent planning advice and support to individuals and communities. It is funded by the Royal Town Planning Institute (RTPI) and considers that everyone should have the opportunity to get involved in planning their local area. Its work is supported by volunteers who have a range of skills, interests and expertise. Five main services and types of support are offered:</p> <ul style="list-style-type: none"> • Free planning advice and guidance – website and advice line • Bespoke support for eligible individuals and communities • Outreach and capacity building • Neighbourhood Planning • Online resources and guides. <p>Planning Aid can provide independent advice to help the community to comment on planning applications and get involved in the preparation of Development Plan Documents. It can also offer support for local communities particularly in respect to preparing Neighbourhood Development Plans.</p>
Planning for Real®	Participation	<p>‘Planning for Real’ is a highly visible, hands on community empowerment tool that is used to encourage people to get involved in planning by developing their own ideas on how communities can be improved. A large 3 dimensional model of a neighbourhood is constructed, preferably by local people, and is used specifically to address areas where major change is proposed. ‘Planning for Real’ provides an opportunity that people of all abilities and backgrounds find easy and enjoyable to engage in.</p>
Posters / Leaflets	Information	<p>Posters and Leaflets are a good way of presenting planning issues in a graphical form and are easy to understand. They can provide the reader with a quick overview of issues and provide contact details for further information on how to get involved. Distribution of posters and leaflets can be an effective way to raise awareness. They can either be delivered to households alone or with other Council mail outs to save postage costs. They can also be left at the deposit locations (please see Appendix 5) and, with agreement, in other locations accessible to the public.</p>
Press Releases	Information	<p>Press releases are one of the most effective ways of distributing planning and development information to large numbers of people and generating public debate. Press releases are published through the Council’s Communications Team and made available through the Council’s website. They may include details of consultation events, key stages in producing a planning document or specific planning matters. When required, and agreed in consultation with the Council’s Communications Team, press briefings may be held.</p>
Public Meetings / Workshops	Participation	<p>Meetings can assist the Council in presenting information and proposals within a forum that facilitates immediate discussion and feedback. Meetings will be used in conjunction with other techniques and not as the only consultative tool as the participants do not always reflect the views of the wider community. Where appropriate the</p>

		<p>Council will use independent facilitators to run public meetings to ensure that everyone has the opportunity to be involved and provide advice on how to maximise the benefits of community consultations.</p> <p>Workshops can be organised to encourage a wide range of issues and options to be debated and discussed in an interactive environment. These may be help on specific topics, for example housing, employment or open spaces. Workshops will be held in accessible locations appropriate for the subject issues and will be held at times of the day best suited for appropriate community involvement.</p>
Questionnaires / Response Forms	Consultation	<p>Questionnaires and response forms are a structured way of obtaining information, which can be easily statistically analysed. They are convenient, economic and thus a good starting point, but need to be well structured and ensure that the questions are not leading. They can be completed and returned to the Council by post or can be set up so that they can be returned electronically online. Questionnaires / response forms do not always achieve high rates of return and therefore must be used as part of wider consultations.</p>
Review Sessions	Participation	<p>Review Sessions are a useful method for providing feedback, monitoring progress and maintaining momentum on a variety of planning issues. Sessions can be held weeks, months, or even years after a consultation event or other community planning initiative during which all those involved in a previous activity are invited back to a review session. Invitations can also be extended to those who may wish to become involved in the future. Where review sessions are used they will appraise current progress, evaluate earlier initiatives and determine the way forward.</p>
Social Media	Information	<p>Social media are now a primary source of information and news for many people. Associated with this is a declining reliance on traditional forms of mass media such as newspapers. The Council's Communications Team will therefore be notified about consultations on planning policy documents so that it can release information via Facebook and Twitter, the two most commonly used social media. However, social media will only be used as a method of notification. Formal comments on Planning Policy consultations and applications will need to be received by email or by letter (or Public Access for applications) with names and addresses provided.</p>
Statutory Notices	Information	<p>Formal advertisements such as statutory notices in local newspapers will be used when necessary during the process of key planning documents production to inform the community of various key consultation dates and the publication of documents. The Council will publish notices in the Banbury Guardian and/or the Bicester Advertiser and/or the Oxford Mail depending on the geographic area affected.</p>
Other Public Notices	Information	<p>Planning applications are advertised in the affected areas and local papers.</p> <p>For particular policy consultations Council officers may consider it appropriate to use site or parish notices. For example, they are produced to advertise consultation on applications to have</p>

		Neighbourhood Areas designated and on submitted Neighbourhood Plans.
TV and Radio	Information	TV and Radio offer the potential to reach a wide range of people and can be used to disseminate information quickly and effectively. TV offers a highly visible approach to planning issues and radio offers a forum for topical debate. Information presented in this way would be arranged through the Council's Communications Team.
Website	Information	<p>The internet provides quick and efficient opportunities for interested stakeholders to engage in the planning process and access up-to-date information on the Local Development Documents (LDDs) process. The Planning Policy Team advertises consultations, publishes its latest news and maintains its library of documents on-line. <u>The Planning Policy homepage is available at www.cherwell.gov.uk/planningpolicy. The website will be reviewed and updated on an ad-hoc basis. The Development Management service ensures that planning applications can be accessed via a public access system at http://www.publicaccess.cherwell.gov.uk/. Weekly or monthly lists for all planning applications can be accessed.</u> – The Council's website address is www.cherwell.gov.uk.</p> <p>For communities and stakeholders, the internet offers :</p> <ul style="list-style-type: none"> • readily accessible information on proposals, opportunities, constraints and studies • a platform on which organisations can respond to issues known to be of community concern • a way for people to invite others to comment on the specific proposals and a means of receiving feedback • an interactive medium allowing discussion and debate. <p>The Council will publish on its website regular updates on the progress of the LDD's, proposal documents and provide contact details for the Planning Policy Team.</p>

Who will we engage?

3.4 A public sector Equality Duty came into force across Great Britain on 5 April 2011. It means that public bodies have to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:

- eliminate discrimination
- advance equality of opportunity
- foster good relations between different people when carrying out their activities.

3.5 Having due regard means consciously thinking about the three aims of the Equality Duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies.

3.6 Cherwell District Council's Equality Vision in its Equality and Diversity Framework is:

'Cherwell District Council, working to ensure equality, access and fairness in all we do'

3.7 The Council intends that all people have the opportunity to have their say in how Cherwell District is spatially planned irrespective of their differences including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

3.8 The Council publishes its planning policy consultations on a geographic basis and any individual may comment. On occasions, it may be appropriate to narrow the geographic scope of the consultation, for example for a planning matter that only affects a particular town or parish.

3.9 The scope of a consultation will only be narrowed to a specific group of stakeholders if the consultation is only relevant to that group. Similarly, there might be a need to produce technical evidence with the particular input of a specific group of stakeholders; for example the Travelling Communities on their accommodation needs or a developer panel to assess issues of development viability. A 'tailored' approach to engagement may sometimes be needed.

3.10 The Town and Country Planning (Local Development) (England) Regulations 2012 identify Specific and General Consultation Bodies that the Council has to consult in preparing Local Plans and Supplementary Planning Documents at certain stages of their preparation. Specific Consultation Bodies must be consulted where the Council consider that the proposed subject matter will be of interest to them. The Council must consult such of the General Consultation Bodies as the Council considers appropriate. There is also a requirement that the Council invites representations from such residents and persons carrying on business as it considers appropriate.

3.11 The Specific and General Consultation Bodies presently prescribed by the Regulations for Local Plans and SPDs are presented at Appendix I.

3.12 The Council will maintain a consultation database of specific and general consultees and others that have expressed a specific interest to be consulted. Where consultation is required in the production of a Local Development Document (LDD) or other policy document, the Council will normally notify all those on the Planning Policy consultation database. When an individual or organisation makes a representation on a planning policy document they will be added to the consultation database. People who wish to be added to or removed from the database can contact the Planning Policy Team on 01295 227985, by email to planning.policy@cherwell-dc.gov.uk or by post to the Planning Policy Team at the Council's offices. A postal registration can be requested (rather than email) if required or preferred.

Duty to Cooperate

- 3.13 Section 110 of the 2011 Localism Act inserts the Duty to Co-operate as a new Section 33A in the Planning and Compulsory Purchase Act 2004. Section 33A came into effect on 15 November 2011. It is not retrospective.
- 3.14 Section 110 of the Localism Act sets out the ‘Duty to Co-operate’. The Duty:
- relates to “sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is a strategic and has or would have a significant impact on at least two planning areas”;
 - requires that councils and public bodies “engage constructively, actively and on an ongoing basis” to develop strategic policies; and
 - requires councils to consider “joint approaches” to plan making.
- 3.15 Section 33A (1) and (3) of the 2004 Act impose a duty on a local planning authority to co-operate with other local planning authorities and other prescribed bodies when it undertakes certain activities, including the preparation of development plan documents, activities that can reasonably be considered to prepare the way for such preparation and activities that support such preparation so far as they relate to a strategic matter. This is to maximise the effectiveness with which those activities are undertaken.
- 3.16 Section 33A (4) states that a strategic matter is: “sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas.”
- 3.17 Section 33A (2) requires a local planning authority “to engage constructively, actively and on an on-going basis” in respect of the activities that are subject to the duty.
- 3.18 For Cherwell the local planning authorities that border Cherwell District are:
- Aylesbury Vale District Council
 - Buckinghamshire County Council
 - Northamptonshire County Council*
 - Oxford City Council
 - Oxfordshire County Council
 - South Northamptonshire Council*
 - South Oxfordshire District Council
 - Stratford-on-Avon District Council
 - Vale of White Horse District Council
 - Warwickshire County Council
 - West Oxfordshire District Council
- * *Daventry District Council, Northampton Borough Council, South Northamptonshire Council and Northamptonshire County Council have established the West Northamptonshire Joint Planning Unit to prepare joint development plan documents, including the Joint Core Strategy and other joint Supplementary Planning Documents.*
- 3.19 The Oxfordshire Councils are assisted in meeting the Duty to Cooperate by an ‘Oxfordshire Growth Board’ (a joint committee) which includes the local authorities within the

Oxfordshire Local Enterprise Partnership (LEP) comprising, Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council and Oxfordshire County Council. It also includes co-opted non-voting named members from the following organisations:

- LEP : Chairman
- Oxford University
- Skills Board
- Harwell/Diamond Light Source
- LEP Business Representative
- LEP Oxford City Business Representative
- Homes and Communities Agency

3.20 In addition, when considering matters that sit under the purview of the Local Transport Board then Network Rail and the Highways Agency have the right to attend the Growth Board as non-voting investment partners.

3.21 The Growth Board is supported by officer and working groups as required. A separate Oxfordshire Planning Policy Officers (OPPO) group also assists engagement with the other Oxfordshire Councils on planning matters.

3.22 Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the other prescribed bodies for the purposes of implementing Section 33A of the 2004 Act. Of those bodies listed in the Regulation it is considered that the following bodies are relevant to Cherwell District:

- The Environment Agency
- Historic Buildings and Monuments Commission for England (Historic England)
- Natural England
- The Civil Aviation Authority
- The Homes and Communities Agency
- The NHS Oxfordshire
- The Office of Rail Regulation
- The Highway Authority – Section 1 of the Highways Act 1980:
 - Oxfordshire County Council (Highways)
 - The Highways Agency (Highways England)
- Local Enterprise Partnerships:
 - The Oxfordshire Local Enterprise Partnership (OXLEP)
 - The South East Midlands Local Enterprise Partnership (SEMLEP)
- The Oxfordshire Local Nature Partnership

3.23 The Council will liaise with the duty to co-operate bodies to ascertain what aspect of the plan preparation they wish to be engaged with and how. This may also provide an opportunity for joint working and establishing a shared evidence base. There will be ongoing engagement between Cherwell District Council and all the Oxfordshire local authorities on strategic priorities and cross boundary issues and as required on a bilateral basis.

Sustainability Appraisal

3.24 Local Planning Authorities are required to undertake SA for Local Plans under the Planning and Compulsory Purchase Act 2004. The SA incorporates the requirements for Strategic Environmental Assessment under European Directive 2001/42/EC. The SEA requirement

applies to relevant plans, policies (such as a Local Plan) but is not required for the SCI, the Local Development Scheme (LDS), Annual Monitoring Reports (AMRs) or the Community Infrastructure Levy (CIL). There is no obligation for Neighbourhoods Plans and Supplementary Planning Documents (SPDs) but SA/SEA can be necessary, particularly where the social, economic and environmental effects have not yet already been assessed during the preparation of a higher level Plan or programme.

- 3.25 Preparing a scoping report is part of the first required steps to meet the SEA Directive requirements. As part of the scoping work on the SA/SEA we will consult Natural England, Historic England (formerly known as English Heritage) and the Environment Agency and possibly others. As requested by the regulations there will be public consultation on other stages of the SA.

Hard to reach groups

- 3.26 The Council will use a wide range of engagement methods as referenced earlier in seeking to engage with 'Hard to Reach' groups, particularly in the context of the Equality Duty. The use of the term 'Hard to Reach' simply highlights that there may be groups of people within the wider Cherwell community that would not readily use or access the planning system, may be unfamiliar with the Council, but which because of their needs and priorities are potentially affected by planning issues and policies. Examples might include some older or younger people, those with disabilities or those within the Travelling Communities.
- 3.27 To engage with such people, officers may need to employ engagement methods that will help to overcome the barriers that prevented them from participating in the first place. For example, this might include using specialist advisers, third parties, interpreters or specific facilities for disabled people, etc. With regard to arranging consultation events, flexibility over the timing, location and venue may also need to be considered. Council officers will determine the most appropriate way for engaging with hard to reach groups taking specialist advice where required. This might mean tailoring the engagement methods employed.



When will we engage?

3.28 Relevant regulations set out the stages in the preparation process for each type of planning document, when we must formally publish the documents for comment, and for how long. These requirements will always be met. The SCI reflects statutory requirements for the length of formal consultation periods. Additional days will be added where statutory Public Holidays (England) fall within the formal consultation period. The early stage of plan preparation will involve engagement with specific stakeholders, prescribed bodies, partners and consultees to inform the identification of issues and options. Engagement will continue on a continuous basis to ensure options are thoroughly tested and policy preparation is robust. Stakeholders wishing to discuss specific policy matters can contact the Council’s Planning Policy Team directly.— :



Consultation Stages

3.29 The opportunity for community involvement in the preparation of planning policy documents is summarised below:

Documents Produced by Cherwell District Council

- **Development Plan Documents (DPDs)**
 - Formal consultation on issues and options
 - Stakeholder engagement in considering issues and options
 - Formal consultation on Sustainability Appraisal
 - Stakeholder engagement in developing proposals
 - Formal consultation on proposals
 - Participation in the formal examination of plans (those seeking a change to the proposed Plan).

- **Supplementary Planning Documents (SPDs)**
 - Stakeholder engagement in preparing the SPD
 - Formal consultation on the draft SPD

- **Community Infrastructure Levy Charging Schedule**
 - Stakeholder engagement
 - Formal consultation on a Preliminary Draft CIL Charging Schedule
 - Formal consultation on the Draft CIL Charging Schedule (public participation)
 - Participation in the formal examination (Inspector to invite participants)

Produced by Parish or Town Councils or designated Neighbourhood Forums

- **Neighbourhood Plans**
 - Formal consultation on the designation of Neighbourhood Area or Forum (by Cherwell District Council)
 - Pre-Submission consultation in preparing a draft Plan (by the Parish/Town Council of designated Forum)
 - Formal consultation on a plan proposal (by Cherwell District Council)
 - Community Referendum (organised by Cherwell District Council)

How will we engage?

3.30 The tables below describe the formal stages of document production, explaining how community involvement will take place. Significant changes in circumstances may lead to a review of the SCI.

Table 2: Local Plans (Development Plan Documents)

Stage	Regulation (The Town and Country Planning (Local Planning) (England) Regulations 2012)	Community Involvement	How
Pre- production	N/A	Initial contact with key stakeholders as required.	Telephone/ Email / Letter / Meetings
Project planning		On-going cooperation with prescribed bodies.	Oxfordshire Growth Board OGB Working Groups / Oxfordshire Planning Policy Officers Group
Preparation Scoping,	Regulation 18	Consultation on Sustainability Appraisal Scoping Report – at least 5 weeks - with statutory bodies	Telephone / Email / Letter / Website / Meetings

<p>Identification of Issues and Options, Assessment of Options</p>		<p>On-going cooperation with prescribed bodies.</p> <p>Formal consultation on issues and options with public, statutory & prescribed bodies and with other stakeholders – 6 weeks per consultation</p> <p>Targeted consultation with communities / stakeholders</p>	<p>Oxfordshire Growth Board</p> <p>OGB Working Groups / Oxfordshire Planning Policy Officers Group</p> <p>Publication and ‘deposit’ of consultation documents</p> <p>Workshops</p> <p>Evidence gathering (consultation as appropriate)</p>
<p>Publication</p>	<p>Regulations 19 and 20</p>	<p>Consult on Proposed Local Plan, SA/SEA and supporting evidence. Consultation period – 6 weeks</p> <p>The Council must ensure that a statement of the representations procedure and a statement of fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under Regulation 18(1).</p>	<p>Publication and ‘deposit’ of proposed documents</p> <p>Email / Letter / Website</p> <p>Explanatory meetings / press as required</p>
<p>Submission of proposed documents to the Secretary of State</p>	<p>Regulation 22</p>	<p>Notification only</p> <p>Submission of Local Plan and all associated documents to the Secretary of State – electronic and paper copies.</p> <p>Make the relevant documents available at the deposit locations and on the Council’s website as soon as reasonably practicable.</p> <p>Documents to include:</p> <ul style="list-style-type: none"> • Local Plan • Sustainability Appraisal report 	<p>Publication and ‘deposit’ of submission documents</p> <p>Email / Letter / Website</p>

		<ul style="list-style-type: none"> • Submission Policies Map • Statement of Consultation • Copies of representations • Statement of fact • Supporting documents as in the opinion of the Council are relevant to the preparation of the Local Plan. <p>The Council must send to each of the general consultation bodies and each of the specific consultation bodies which were invited to make representations under Regulation 18(1), notification that the Local Plan and relevant documents are available for inspection and of the places and times at which they can be inspected.</p> <p>The Council must also give notice to those persons who requested to be notified of the submission of the Local Plan to the Secretary of State that it has been so submitted.</p>	
Examination	Regulation 24	<p>Notification only</p> <p>Right to appear and be heard limited to those persons legally defined as having made representations seeking a change to the proposed Plan.</p> <p>Or, if invited by the Inspector where he or she thinks that a person is needed to enable the soundness of the Plan to be determined.</p> <p>Public hearing sessions are held which helps the Inspector to determine whether the Local Plan is sound and legally compliant.</p> <p>The Council must make the matters available at least 6 weeks before the opening of a hearing. Matters include the date, time and place which the hearing is to be held, and the name of the person appointed to carry out the independent</p>	Email / Letter / Website

		<p>examination. The Council must also notify any person who has made a representation in accordance with Regulation 20 and not withdrawn that representation, of those matters.</p>	
Main Modifications	N/A	<p>Possible further consultation</p> <p>On-going cooperation with prescribed bodies.</p> <p>Optional stage – where the Council agrees, the Inspector can propose changes or ‘main modifications’ to the Plan to avoid it being found ‘unsound’ (unless there is a fundamental issue with ‘soundness’)</p> <p>The Inspector will set out arrangements and seek agreement on a timetable for any necessary sustainability appraisal work and public consultation.</p> <p>The precise arrangements for public consultation may vary from case to case.</p> <p>The scope and length of the consultation should reflect the consultation at Regulation 19 stage</p> <p>Further hearing sessions will only be scheduled exceptionally</p>	<p>Telephone / Email / Letter / Website / Meetings</p> <p>Oxfordshire Growth Board</p> <p>OGB Working Groups / Oxfordshire Planning Policy Officers Group</p> <p>Publication and ‘deposit’ of proposed documents</p>
Adoption	Regulation 26	<p>Notification only</p> <p>As soon as reasonably practicable after the Council adopt a Local Plan they must make the following available at the deposit locations and on the Council’s website:</p> <ul style="list-style-type: none"> • The Local Plan • Adoption Statement • Sustainability Appraisal report • Sustainability Appraisal Adoption Statement • Habitats Regulations Assessment 	<p>Publication and ‘deposit’ of proposed documents</p> <p>Email / Letter / Website</p>

		<ul style="list-style-type: none"> • Details of where the Local Plan is available for inspection and the places and times at which the document can be inspected <p>The Council must send a copy of the adoption statement to any person who has asked to be notified of the adoption of the Local Plan. A copy must also be sent to the Secretary of State.</p>	
--	--	---	--

Table 3: Supplementary Planning Documents

Stage	Regulation (The Town and Country Planning (Local Planning) (England) Regulations 2012)	Community Involvement	How
Pre-production	N/A	Initial contact with key stakeholders as required.	Telephone / Email / Letter / Meetings
Project planning		On-going cooperation with prescribed bodies as required	
Preparation Scoping, Identification of Issues and Options, Assessment of Options	Regulation 12	<p>Informal consultations may be carried out and the nature/extent of this will be determined by the subject matter of document.</p> <p>Determine if an SEA is required. Consult with statutory bodies on formal screening</p> <p>If required, consult on Sustainability Appraisal Scoping Report – 5 weeks - with statutory bodies</p> <p>On-going cooperation with prescribed bodies as required</p> <p>Formal consultation on issues and options with public, statutory & prescribed bodies and with other stakeholders – at least 4 weeks per consultation</p>	<p>Telephone / Email / Letter / Website / Meetings</p> <p>Publication and ‘deposit’ of consultation documents</p> <p>Workshops</p> <p>Evidence gathering (consultation as appropriate)</p>

		Targeted consultation with communities / stakeholders	
Consultation	Regulation 12/13	<p>Consult on draft SPD and any supporting evidence, including the Consultation Statement.</p> <p>Consultation period – minimum of 4 weeks</p> <p>The Council has to produce a statement (referred to as the ‘Regulation 12(a) Statement’) setting out:</p> <ul style="list-style-type: none"> • The persons who were consulted • A summary of the main issues raised • How any issues raised have been taken into account <p>After reviewing any responses received, the Council will consider the need for any further consultation, which may relate to a specific topic.</p> <p>On-going cooperation with prescribed bodies as required</p>	<p>Email / Letter / Website</p> <p>Publication and ‘deposit’ of consultation documents</p>
Adoption	Regulation 14	<p>Notification only</p> <p>As soon as reasonably practicable after the Council adopt a SPD the Council must:</p> <ul style="list-style-type: none"> • Make the SPD and adoption statement available at the deposit locations and on the Council’s website • Send a copy of the adoption statement to any person, who has asked to be notified of the adoption of the SPD. 	<p>Publication and ‘deposit’ of proposed documents</p> <p>Email / Letter / Website</p>

Table 4: Community Infrastructure Levy

(Cherwell District Council is the Charging Authority for the purpose of Part 11 Section 206 of the Planning Act 2008.)

Stage	Regulation (The Community Infrastructure Levy Regulations 2010 (as amended))	Community Involvement	How
Pre-production Project planning	N/A	Initial contact with key stakeholders as required. On-going cooperation with prescribed bodies as required	Telephone / Email / Letter / Meetings
Preliminary Draft Charging Schedule	Regulation 15	<p>Stakeholder engagement</p> <p>Formal consultation – 6 weeks</p> <p>On-going cooperation with prescribed bodies as required</p> <p>The charging authority must send a copy of the preliminary draft to each of the prescribed consultation bodies, and invite each of those bodies to make representations on the preliminary draft.</p> <p>Consultation bodies are those listed below whose area is within or adjoins the charging authority's area, in this case Cherwell District:</p> <ul style="list-style-type: none"> • District Councils (including Oxford City Council) • County Councils • Any other person exercising the functions of a local planning authority and Parish Councils/Meetings whose area is in the Council's administrative area <p>Using mechanisms it considers appropriate the charging authority must also invite representations on the preliminary draft from:</p> <ul style="list-style-type: none"> • Persons who are resident or 	<p>Telephone / Email / Letter / Meetings</p> <p>Evidence Gathering / Targeted stakeholder review</p> <p>Publication and 'deposit' of draft schedule</p>

		<p>carrying on business in its area</p> <ul style="list-style-type: none"> • voluntary bodies some or all of whose activities benefit the charging authority's area (if considered appropriate) • bodies which represent the interests of persons carrying on business in the charging authority's area (if considered appropriate). <p>CIL regulations do not specify how charging authorities should consult or how long a consultation period to offer, although they should consider an appropriate period to ensure that respondents have enough time to comment.</p>	
Publication of a Draft Charging Schedule	Regulations 16 and 21	<p>Formal Consultation – 6 weeks</p> <p>On-going cooperation with prescribed bodies as required</p> <p>Before submitting a Draft Charging Schedule, the charging authority must make a copy of the draft charging schedule, the relevant evidence and a statement of the representations procedure available for inspection. These must be made available at its principal office and at such other places within its area as it considers appropriate.</p> <p>The relevant documents must also be published on the Council's website alongside a statement indicating they are available for inspection and where.</p> <p>The Draft Charging Schedule and statement of the representations procedure must be sent to each of the consultation bodies.</p> <p>The charging authority must give by local advertisement notice which sets out a statement of the representations procedure and a statement of the fact that the Draft Charging Schedule and relevant</p>	<p>Email / Letter / Website / Meetings</p> <p>Publication and 'deposit' of draft schedule</p>

		<p>evidence are available for inspection and of the places at which they can be inspected.</p> <p>CIL Regulation 17 establishes that the consultation must be for a period of no less than 4 weeks. Although Planning Practice Guidance indicates that allowing at least 6 weeks is considered good practice and longer if the issues are particularly complex.</p>	
<p>Modifications to the Draft Charging Schedule after Publication</p>	<p>Regulations 11, 15 and 19</p>	<p>Possible consultation – 6 weeks</p> <p>On-going cooperation with prescribed bodies as required</p> <p>If modifications on the Draft Charging Schedule were made by the charging authority after publication under Regulation 16, the charging authority must produce a Statement of Modifications (as set out in Regulations 11 and 19), publish it on its website and send a copy of the statement to each of the consultation bodies invited to make representations under Regulation 15.</p> <p>This must be complied with before submission of documents to the examiner.</p>	<p>Email / Letter / Website / Meetings</p> <p>Publication and ‘deposit’ of documents</p>
<p>Submission of documents and information to the examiner</p>	<p>Regulation 19</p>	<p>Notification only</p> <p>Submission of documents to the examiner.</p> <ul style="list-style-type: none"> • The Draft Charging Schedule • A Statement setting out the representations made and a summary of the main issues raised by the representations • Copies of any representations • A Statement of Modifications (if modifications to the Draft Charging Schedule was made) • Copies of the relevant evidence. <p>As soon as practicable after</p>	<p>Email / Letter / Website</p>

		<p>submission, the documents above must be published on the Council's website and be made available at places where documents were made available under Regulation 16.</p> <p>The charging authority must give notice to those persons who requested to be notified of the submission of the Draft Charging Schedule to the Examiner that the draft has been so submitted.</p>	
Examination	Regulation 21	<p>Notification & right to be heard (as invited)</p> <p>Independent examination of the Charging Schedule by an Independent Examiner.</p> <p>It is for the examiner to decide how the hearings are conducted.</p> <p>A person who makes representations about a draft charging schedule under Regulation 17 must (if so requests) be heard by the examiner. This request must be made in writing within the consultation period specified by the charging authority.</p> <p>Where a person has submitted a request to be heard by the Examiner, the charging authority must:</p> <ul style="list-style-type: none"> • Publish the matters on its website (time and place at which the examination is to be held and the name of the Examiner) • Notify any person who has made a representation in accordance with Regulation 17 and any person who has made a request to be heard in relation to the modifications. <p>The charging authority must also give notice by local advertisement of the matters above.</p> <p>The local advertisement, notification</p>	Email / Letter / Website

		<p>and website publication must be undertaken at least four weeks before the opening of the examination. A two week notice is needed for those who have made a request to be heard in relation to the modifications.</p> <p>When a charging authority modifies a draft charging schedule, any person may request to be heard by the examiner in relation to these modifications. This applies only to the modifications as set out in the schedule of modifications. This request must be submitted in writing to the charging schedule within 4 weeks commencing on the day the draft schedule is submitted and must include details of the modifications on which the person wishes to be heard.</p> <p>The charging authority must submit a copy of each request it receives to the Examiner as soon as practicable after the end of the period of four weeks beginning with the day on which the Draft Charging Schedule is submitted to the Examiner in accordance with Regulation 19(1).</p>	
<p>Publication of the Examiner's recommendations</p>	<p>Regulation 23</p>	<p>Notification only</p> <p>As soon as practicable after the Council adopt the Charging Schedule, the charging authority must:</p> <ul style="list-style-type: none"> • Make the Examiner's recommendations and reasons available for inspection at the places where documents were made available under Regulation 16. • Publish the recommendations and reasons on its website • Give notice to those persons who requested to be notified of the publication of the Examiner's recommendations and reasons that they have been so published. 	<p>Publication and 'deposit' of the Examiner's recommendations and associated documents</p> <p>Email / Letter / Website</p>

Approval and Publication of a Charging Schedule	Regulation 25	<p>As soon as practicable after the charging authority approves a charging schedule it must:</p> <ul style="list-style-type: none"> • Publish the charging schedule on its website • Make the charging schedule available for inspection at places where documents were made available under Regulation 16. • Give notice by local advertisement of the approval of the charging schedule, that a copy of the charging schedule is available for inspection, and of the places at which it can be inspected • Give notice to those persons who requested to be notified of the approval of the charging schedule that it has been so approved • Send a copy of the charging schedule to each of the relevant consenting authorities. 	Email / Letter / Website
---	---------------	---	--------------------------

Table 5: Neighbourhood Plans

Stage	Regulation (The Neighbourhood Planning (General) Regulations 2012) and Amendment (2015)	Community Involvement	How
Publicising an Area Application	Regulation 6	<p>Consult on the area application.</p> <p>As soon as possible after receiving an area application the Council must make it available for public consultation.</p> <p>Consultation period – minimum of 4 weeks (or 6 weeks if a wider area is being considered)</p>	<p>Publication of application</p> <p>Email / Letter / Website</p> <p>Site Notices to Parish or Town Council or designated Neighbourhood Forum</p>

		<p>The Council has to produce a public notice setting out:</p> <ul style="list-style-type: none"> • Details of the consultation • Details of how to make representations <p>If a deposit location is not available in the affected area, the Council will agree with the relevant neighbourhood plan steering group on a suitable location for the documents to be made available to the public.</p> <p>A public notice will also be published in the relevant local paper and copies will be sent to the relevant neighbourhood plan steering group for publicising in the area.</p> <p>The Council must determine the area application by:</p> <ul style="list-style-type: none"> • 20 weeks for areas of two or more local planning authorities • 8 weeks for whole of the area of the Parish Council • 13 weeks for other cases. 	
Publicising a Designation of a Neighbourhood Area	Regulation 7	<p>Notification only</p> <p>As soon as possible after designating a neighbourhood area the Council must publish the decision on the area application including:</p> <ul style="list-style-type: none"> • Name of the neighbourhood area • A map which identifies the area • The name of the relevant body who applied for the designation. 	Email / Letter / Website
Publicising a Plan Proposal	Regulation 16	<p>Consult on the submission neighbourhood plan.</p> <p>As soon as possible after receiving a Neighbourhood Development Plan the Council must make the Plan and associated documents available for public consultation.</p>	<p>Publication and 'deposit' in relevant area of proposed documents</p> <p>Email / Letter / Website</p>

		<p>Consultation period – minimum of 6 weeks</p> <p>The Council must publish the submission neighbourhood plan and associated documents and produce a public notice setting out:</p> <ul style="list-style-type: none"> • Details of the consultation • Details of how to make representations <p>If a deposit location is not available in the affected area, the Council will agree with the relevant neighbourhood plan steering group on a suitable location for the documents to be made available to the public.</p> <p>In addition a public notice will be published in the relevant local paper and copies will be sent to the relevant neighbourhood plan steering group for publicising in the area.</p>	
Publication of the Examiner’s Report and Plan Proposal Decisions	Regulation 18	<p>Notification only</p> <p><u>As soon as possible after making a decision</u> the Council must publish the Examiner’s Report and a decision notice.</p>	<p>Publication and ‘deposit’ in relevant area of Examiner’s Report</p> <p>Publication of decision notice</p> <p>Email / Letter / Website</p>
Referendum (Neighbourhood Planning (Referendum) Regulations 2012)	N/A	<p>Local referendum</p> <p>The Council’s Democratic Services team will facilitate the local referendum concerning the area affected.</p>	Notification of venue and date
Decision on a Plan Proposal	Regulation 19	<p>Notification only</p> <p>As soon as possible after deciding to make a Neighbourhood Development Plan the Council must publish a decision statement and send to the qualifying body and any person who asked to be notified of the decision.</p>	Email / Letter / Website
Publicising a	Regulation 20	Notification only	Publication and ‘deposit’

Neighbourhood Development Plan		<p>As soon as possible after making a Neighbourhood Development Plan the Council must make the following available at the deposit locations and on the Council's website:</p> <ul style="list-style-type: none"> • The Neighbourhood Development Plan • Details of where and when the Neighbourhood Development Plan may be inspected. <p>The Council must also notify any person who asked to be notified of the making of the Neighbourhood Development Plan that it has been made and where and when it may be inspected.</p>	Email / Letter / Website
--------------------------------	--	--	--------------------------

Planning Applications

3.31 The Council's Development Management team is responsible for the processing of all planning applications within the District. Both publicity and consultation are a key part of the process. There are various stages for planning applications which are referred to in Table 6.

Table 6: Stages of planning applications

Stage	Summary
Pre-application discussions and consultations	<p>Early discussions between developers and planning officers will provide the opportunity to create proposals in the right form that will be attractive to the community and the local planning authority. They can be of great benefit to the application by identifying the key planning issues, avoiding abortive work and speeding up the statutory process.</p> <p>The Council offers a confidential formal pre-application service for a fee which is charged depending on the scale of the proposed development. The pre-application guidance note and fee schedule are available at www.cherwell.gov.uk.</p> <p>Developers of larger sites will generally be expected to engage with local communities – residents and community associations and relevant interest groups and statutory consultees or service providers. The Council will expect developers, as part of their application to detail the pre-application consultation they have undertaken (in a statement of consultation) and how comments have been addressed in progressing a proposal – which could take the form of a 'statement of community involvement'. This will ensure that the standard requirements for involving the local and/or wider community are met.</p>
Submission of an application	<p>As soon as a planning application has been submitted and validated, the Council will undertake notification and consultation with the local community (other than for applications considered by the County Council which is responsible for 'County</p>

~~Matters' – Minerals and Waste development who are responsible for further consultation as they deemed appropriate).~~ All applications ~~are~~ will be available to view on the Council's website (via Public Access ~~at~~ <http://www.publicaccess.cherwell.gov.uk/>) which enables people to:

- comment on an application (validated applications should be available for comment within 5 working days of being received, or major applications within 10 working days)
- search and view planning application details (historic applications back to 1995)
- research the planning history of a property (back to 1995)
- register to receive email notifications of certain planning applications
- view ~~the weekly or monthly~~ lists of new and recent planning applications
- comment on current applications (like all comments received by the Council, these are open to public inspection)
- see planning decisions
- monitor planning application progress
- view details of planning appeals
- search and view enforcement details back to 2008

As well as being available through the Public Access system, a copy of the application may be inspected at the Council offices at Bodicote House during normal working hours (8.45am to 5.15pm Monday to Friday) or may be available for inspection from the Clerk to the relevant Town or Parish Council or Parish Meeting. Applications for development within the town of Banbury may also be inspected at Banbury Town Council, Town Hall, Bridge Street, Banbury. Copies of applications may also be obtained at Bodicote House for a fee.

The Council uses the following methods to consult the public on planning applications:

- Notifications – where there are people in buildings that are likely to be affected by a planning application and also the relevant Town/Parish Council/Meeting, the Council will normally notify them by letter that an application has been submitted and that they can inspect the application and make written comments to the Council within 21 days.
- Public Access System – all planning applications are available to view and comment on via an on-line public access system available at [http://www.publicaccess.cherwell.gov.uk.](http://www.publicaccess.cherwell.gov.uk/) Weekly or monthly lists of applications can be obtained through the system. Town and Parish Councils/Meetings are notified about individual applications. Local Members are also notified. Each week the Council publishes a list setting out the application reference number, a description of the application and the name of the person making the application for planning applications received during that week. The weekly list is available on the Council's website and also circulated to Cherwell District Council Councillors, Parish Councils/Meetings, libraries and to those who subscribe to receive them. The lists are also available from the Council Offices.

	<ul style="list-style-type: none"> • Press Notice - Planning legislation requires local planning authorities to publish details in the local press of all planning applications for major development, applications for development affecting listed buildings, conservation areas, tree preservation orders or public rights of way and applications accompanied by Environmental Statements. <p>The Council's letters/notifications/advertisements set out the deadline by which comments should be submitted, which is 21 days of the date of publication. Only comments relating to planning matters will be taken into account.</p>						
<p>Processing the application</p>	<p>Dialogue between applicants and the Planning Officers is an important part in the development management planning control process, and the negotiation can steer development towards more acceptable forms. This negotiation may lead to amendments to a scheme which may resolve particular objections or take on board recommendations made by interested parties.</p> <p>Where negotiation with the applicant results in an amendment to the proposal being submitted the requirement for re-notification will depend upon the scale of the amendment. Below outlines the guidelines that will be applied in considering the re-notification procedure.</p> <table border="1" data-bbox="469 965 1445 2040"> <thead> <tr> <th data-bbox="469 965 876 1025">Type of amendment</th> <th data-bbox="876 965 1445 1025">Re-notification procedure</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 1025 876 1570"> <p>Minor amendments</p> <p><i>(such as a small alteration to the approved materials of proposal)</i></p> </td> <td data-bbox="876 1025 1445 1570"> <p>The re-notification of neighbours on minor amendments can significantly delay the consideration of a planning application. On the whole, most amendments are normally made to seek better quality development or resolve particular areas of conflict. On this basis and in order to avoid unnecessary delay for minor amendments, no additional re-notification is undertaken. Copies of the amendments will normally be sent to appropriate Parish Councils/<u>Meetings</u> for information only. Minor amendments will not be re-advertised. The modified plan will be available immediately on the Council's website upon receipt.</p> </td> </tr> <tr> <td data-bbox="469 1570 876 2040"> <p>Significant amendments</p> <p><i>(such as major structural changes or significant modifications to the proposal)</i></p> </td> <td data-bbox="876 1570 1445 2040"> <p>More significant amendments will require neighbour re-notification with the decision to re-notify neighbours at the discretion of the case officer. There will be a shorter response period of normally ten days in order to reduce delay in the process unless the amendment is deemed to warrant a longer period, in which case it may be extended to 21 days. All significant amendments will also be re-advertised in the local press.</p> <p>Where appropriate Parish Councils/<u>Meetings</u>, statutory consultees and</p> </td> </tr> </tbody> </table>	Type of amendment	Re-notification procedure	<p>Minor amendments</p> <p><i>(such as a small alteration to the approved materials of proposal)</i></p>	<p>The re-notification of neighbours on minor amendments can significantly delay the consideration of a planning application. On the whole, most amendments are normally made to seek better quality development or resolve particular areas of conflict. On this basis and in order to avoid unnecessary delay for minor amendments, no additional re-notification is undertaken. Copies of the amendments will normally be sent to appropriate Parish Councils/<u>Meetings</u> for information only. Minor amendments will not be re-advertised. The modified plan will be available immediately on the Council's website upon receipt.</p>	<p>Significant amendments</p> <p><i>(such as major structural changes or significant modifications to the proposal)</i></p>	<p>More significant amendments will require neighbour re-notification with the decision to re-notify neighbours at the discretion of the case officer. There will be a shorter response period of normally ten days in order to reduce delay in the process unless the amendment is deemed to warrant a longer period, in which case it may be extended to 21 days. All significant amendments will also be re-advertised in the local press.</p> <p>Where appropriate Parish Councils/<u>Meetings</u>, statutory consultees and</p>
Type of amendment	Re-notification procedure						
<p>Minor amendments</p> <p><i>(such as a small alteration to the approved materials of proposal)</i></p>	<p>The re-notification of neighbours on minor amendments can significantly delay the consideration of a planning application. On the whole, most amendments are normally made to seek better quality development or resolve particular areas of conflict. On this basis and in order to avoid unnecessary delay for minor amendments, no additional re-notification is undertaken. Copies of the amendments will normally be sent to appropriate Parish Councils/<u>Meetings</u> for information only. Minor amendments will not be re-advertised. The modified plan will be available immediately on the Council's website upon receipt.</p>						
<p>Significant amendments</p> <p><i>(such as major structural changes or significant modifications to the proposal)</i></p>	<p>More significant amendments will require neighbour re-notification with the decision to re-notify neighbours at the discretion of the case officer. There will be a shorter response period of normally ten days in order to reduce delay in the process unless the amendment is deemed to warrant a longer period, in which case it may be extended to 21 days. All significant amendments will also be re-advertised in the local press.</p> <p>Where appropriate Parish Councils/<u>Meetings</u>, statutory consultees and</p>						

	<p>anyone that had made a representation during the original notification period are also re-consulted if a significant amendment is received. This again will normally be a reduced period of ten days unless the amendment is deemed to warrant a longer period, in which case it may be extended to 21 days.</p>
<p>Determination of the application</p>	<p>Any consultation responses received will be considered in decisions made by the Council. As outlined above planning applications are determined by the Council either through Planning Committee or powers delegated to Council Officers. Some 90% of the applications submitted to the Council are determined under delegated powers to help ensure that applications are dealt with efficiently within the eight week timescale set by the Government.</p> <p>The Council publishes on its website the details of all Planning Committees normally 5 days in advance of the meetings along with the agendas and items for consideration. Where requested, the Council will inform the applicant of the time, date and location of the Committee meeting along with the officer recommendation.</p>
<p>Post determination</p>	<p>Where a planning application is determined by Planning Committee a letter is sent to everyone who made representations advising them of the decision except on those applications which have generated a significant degree of public interest. In those cases a notification of the decision is put in the local press.</p> <p>Where decisions are taken at Planning Committee the decision will be publicised in the Committee minutes on the Council’s website.</p>
<p>Planning appeals</p>	<p>Where an applicant has an application refused, not determined or disagrees with the conditions attached to a planning permission they have the right of appeal within six months of the decision. When an applicant appeals the Planning Inspectorate, which is an independent body, will determine the appeal through one of the following methods.</p> <ul style="list-style-type: none"> • Written representations – where the appeal is determined based solely upon the written representations sent to the Planning Inspectorate • Informal hearing – where the appeal is determined based upon the written representations sent to the Planning Inspectorate and a discussion led by an independent Inspector involving the Council, the person making the appeal and any third parties who wish to comment • Public inquiry – where the appeal is determined based upon the written representations sent to the Planning Inspectorate and a formal public inquiry procedure where evidence is cross-examined. <p>If an appeal is made the Council will notify in writing everyone who made representations on the application and tell them how to make their views known to the Planning Inspector. This may be in writing or in person according to the appeal method. There is no need to re-submit previous information sent to the Council on the planning application as the Council will forward all previous representations to the Planning Inspectorate. Ward Councillors are also</p>

informed that an appeal has been made.

Where an appeal is to be dealt with by the Planning Inspectorate through written representations the appeal will be determined based upon the evidence contained within those statements and following a site visit by the Inspector.

Where an appeal is to be dealt with by the Planning Inspectorate through an informal hearing or public inquiry the Council will display a site notice and advertise in the press the date, time and location of the hearing or inquiry. Third parties are able to attend both informal hearings and inquiries if they wish to do so, providing that the Planning Inspectorate is notified beforehand.



4. Reviewing and Monitoring the SCI

- 4.1 Monitoring of the SCI is important in ensuring that the Council has conformed to what it has set out. We will monitor the effectiveness of the SCI to ensure that the requisite community involvement has been appropriate and effective in the production of planning policy documents and in decision making. We will also monitor any changes to national legislation and policy.
- 4.2 The SCI will also be updated if other significant changes suggest a review is required. For example this might be the result of changes to:
- Groups we engage with
 - Legislation / national policy
 - Consultation methods
 - Council protocol
 - Technology
 - Results of the review of consultations, including the effectiveness of consultation methods in engaging particular groups.
- 4.3 If it becomes clear that the SCI is failing to deliver effective community involvement on planning matters, or where significant changes are required, the Council will consider reviewing the SCI. Should this be the case, the Council's Annual Monitoring Report (AMR) will set out the need for a review of the SCI and clearly identify where the SCI has failed to deliver effective community engagement or where there is a need for significant change.

Appendix I - Local Development Documents – Specific and General Consultation Bodies

The Town and Country Planning (Local Planning) (England) Regulations 2012

Part 1, Regulation 2

‘Specific Consultation Bodies’ means:

- (a) the Coal Authority
- (b) the Environment Agency
- (c) The Historic Buildings and Monuments Commission for England (now known as Historic England)
- (d) The Marine Management Organisation
- (e) Natural England
- (f) Network Rail Infrastructure Limited
- (g) the Highways Agency (Highways England)
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority’s area
- (i) prescribed electronic communications providers
- (j) relevant Primary Care Trust
- (k) relevant electricity providers
- (l) relevant gas providers
- (m) relevant sewerage undertaker
- (n) relevant water undertaker
- (o) Homes and Communities Agency

‘General Consultation Bodies’ means:

- (a) Voluntary bodies some or all of whose activities benefit any part of the local planning authority’s area
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority’s area
- (c) Bodies which represent the interests of different religious groups in the local planning authority’s area
- (d) Bodies which represent the interests of disabled persons in the local planning authority’s area
- (e) Bodies which represent the interests of persons carrying on business in the local planning authority’s area

Appendix 2 - Neighbourhood Plan Consultation Bodies

The Neighbourhood Planning Regulations 2012 set out that any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a Neighbourhood Development Plan should be consulted. (Note: it is not always the responsibility of Cherwell District Council to engage with the following groups, as this depends on the relevant stage of the Neighbourhood Plan preparation, in some instances, it will be the responsibility of the qualifying body who is preparing the Plan (i.e. a Parish/Town Council). The list of the Neighbourhood Plan consultation bodies is from the Neighbourhood Planning Regulations 2012 (paragraph 1 of Schedule 1):

- A Local Planning Authority, County Council or Parish Council whose area is within or adjoins the area of the relevant Local Planning Authority
- Coal Authority
- Environment Agency
- Highways England
- Historic England
- Homes and Communities Agency
- Natural England
- Network Rail Infrastructure Company
- NHS Oxfordshire
- Any person to whom the electronic communications code applies or who owns or controls electronic communications apparatus situated in part of the area of the Local Planning Authority.
- Any person to whom a licence has been granted under the Electricity Act (if it exercises a function in any part of the neighbourhood area)
- Any person to whom a licence has been granted under the Gas Act (if it exercises a function in any part of the neighbourhood area)
- Sewerage undertaker
- Water undertaker
- Voluntary bodies some or all of whose activities benefit any part of the neighbourhood area
- Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies which represent the interests of different religious groups in the neighbourhood area
- Bodies which represent the interests of persons carrying on business in the neighbourhood area
- Bodies which represent the interests of disabled persons in the neighbourhood area

Appendix 3 – Community Infrastructure Levy Consultation Bodies

The Community Infrastructure Levy Regulations 2010 (regulation 15) defines the consultation bodies that a Charging Authority must engage with during the different stages of CIL preparation:

- A local planning authority whose area is within or adjoins the charging authority's area
- Oxfordshire County Council
- Each Parish Council whose area is in the charging authority's area

The charging authority must also invite representations on the preliminary draft charging schedule from:

- persons who are resident or carrying on business in its area
- voluntary bodies some or all of whose activities benefit the charging authority's area
- bodies which represent the interests of persons carrying on business in the charging authority's area

Appendix 4 – Deposit Locations

Deposit Location Name	Deposit Location Address
Cherwell District Council Offices	Bodicote House, Bodicote, Banbury, OX15 4AA
Banbury Town Council	Town Hall Buildings, 1 Bridge Street, Banbury, OX16 5QB
Banbury Library	Marlborough Road, Banbury, OX16 5DB
Neithrop Library	Community Centre, Woodgreen Avenue, Banbury, OX16 0AT
Bicester Town Council	The Garth, Launton Road, Bicester, OX26 6PS
Bicester Library	Old Place Yard, Bicester, OX26 6AU Franklins House, Wesley Lane, Bicester, OX26 6JU
Kidlington Library	Ron Groves House, 23 Oxford Road, Kidlington, OX5 2BP
Adderbury Library	Church House, High Street, Adderbury, OX17 3LS
Deddington Library	The Old Court House, Horse Fair, Deddington, OX15 0SH
Hook Norton Library	High Street, Hook Norton, OX15 5NH
Banbury LinkPoint	43 Castle Quay, Banbury, OX15 5UW
Bicester LinkPoint	Franklins House, Wesley Lane, Bicester, OX26 6JU 38 Market Square, Bicester, OX26 6AL
Kidlington LinkPoint	Exeter Hall, Oxford Road, Kidlington, OX5 1AB

Appendix 5 – Glossary

Phrase	Definition
Adoption	The approval, after independent examination, of the final version of a Local Development Document by a local planning authority for future planning policy and decision making.
Annual Monitoring Report (AMR)	A report produced at least annually assessing progress of the LDS and the extent to which policies in Local Development Documents are being successfully implemented.
Community Infrastructure Levy (CIL)	A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.
Development Plan	The statutory term used to refer to the adopted spatial plans and policies that apply to a particular local planning authority area. This includes adopted Local Plans (including Minerals and Waste Plans) and Neighbourhood Development Plans and is defined by Section 38 of the Planning and Compulsory Purchase Act 2004.
Development Plan Documents (DPDs)	Documents which make up the Local Plan. All DPDs are subject to public consultation and independent examination.
Duty to Co-operate	A statutory duty placed on public bodies to cooperate constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.
Examination	The process by which an independent Planning Inspector considers whether a Development Plan Document is 'sound' before it can be adopted.
Hard to reach groups	Groups of people or organisations within the community that have traditionally been more difficult to engage in the planning system. They include older people, children and young people, religious, disabled and ethnic minority groups.
Local Development Documents (LDDs)	The collective term for Development Plan Documents, Supplementary Planning Documents and other documents containing statements relating to planning policy and the development and use of land.
Local Development Scheme (LDS)	A Local Development Scheme is a statutory document required to specify (among other matters) the documents which, when prepared, will Local Development Scheme (LDS) comprise the Local Plan for the area. It sets out the programme for the preparation of these documents.
Local Plan	The plan for the local area which sets out the long-term spatial vision and development framework for the District and strategic policies and proposals to deliver that vision.
National Planning Policy Framework (NPPF)	A document setting out the Government's planning policies.
National Planning Practice Guidance (NPPG or PPG)	The Government's planning guidance supporting national planning policy.
Neighbourhood	A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act

Plans	2004).
Planning Inspectorate	The Government body responsible for providing independent inspectors for planning inquiries and for examinations of Development Plan Documents.
Policies Map	Maps of the local planning authority's area which must be reproduced from, or based on, an Ordnance Survey map; include an explanation of any symbol or notation which it uses; an illustrative geographically the application of the policies in the adopted development plan. Where the adopted policies map consists of text and maps, the text prevails if the map and text conflict.
Soundness	A term referring to the justification of a Local Plan Document in line with legislation and national and regional guidance. To be tested at an Examination in Public.
Strategic Environmental Assessment (SEA)	An assessment of the environmental effects of policies, plans and programmes, required by European legislation, which will be part of the public consultation on the policies.
Submission	The stage at which a Development Plan Document is sent to the Secretary of State for independent examination.
Supplementary Planning Documents (SPDs)	Documents which provide guidance to supplement the policies and proposals in Development Plan Documents.
Sustainability Appraisal (SA)	The process of assessing the economic, social and environmental effects of a proposed plan. This process implements the requirements of the SEA Directive. Required to be undertaken for all DPDs.

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI001	Carl	Smith	Gosford and Water Eaton Parish Council	<p>Neighbourhood Planning – the Parish Council does not consider that a Neighbourhood Plan would be appropriate for the Parish, because of its situation between Kidlington and Oxford, both of which could have overriding interests.</p> <p>Community Infrastructure Levy – considers that Parish Councils should be consulted on CDC policy for using CIL and New Homes Bonus money in view of a need for contributions toward maintaining and improving existing flood defences, for new flood defences and for maintaining watercourses through the Environment Agency, riparian landowners and with involvement with Parish Councils downstream of Cherwell Local Plan developments.</p> <p>Believes that CDC previously gave an undertaking to inform Parish Councils about the reasons when Parish Council objections to planning applications have been overruled. This is not happening when CDC send their decision notice to the Parish Council.</p>	<p>Does not raise issues specific to the SCI. Parishes can decide whether or not to prepare a Neighbourhood Plan</p> <p>These are corporate policy matters and not ones for the SCI.</p> <p>All decisions on planning applications, including officer reports, are published on the Council’s website and available through the ‘public access’ system. Individual notifications would incur additional time and financial costs</p>	<p>No change.</p> <p>No change.</p> <p>No change.</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
				<p>Wishes to be consulted on anything affecting the countryside in the Parish, noting the significance of the Green Belt between Kidlington & Oxford.</p> <p>Community Involvement in Plan Making - Table 1: engagement methods cover how CDC circulates information to the Parish Council which is considered to be acceptable. The preference is for a notification in letter format and where necessary documents can be viewed on the internet. Large planning policy documents are preferred in book form for future referencing.</p>	<p>Planning applications directly affecting sites in this area would be advertised. The Parish Council would be notified about all planning policy consultations relevant to the Parish.</p> <p>Planning policy notifications are sent by email as first choice in the interest of efficiency and cost. However, hard copy letters are sent when no email address is available. Hard copies of planning policy documents (key papers) can generally be provided to the Parish and Town Councils/Meetings. Some discretion needs to be retained for exceptional circumstances. An amendment to the SCI would be appropriate to make clear that hard copies of such documents will generally be provided to Parish and Town Councils (and Parish Meetings) and that hard copies of adopted Development Plan Documents will be sent as a matter of course.</p>	<p>No change.</p> <p>Amend SCI to make clear that 1) a hard copy of key planning policy documents will generally be provided for Parish and Town Councils (and Parish Meetings) at each relevant stage of preparation; and 2) a hard copy of adopted Development Plan Documents will be provided as a matter of course to Parish and Town Councils (and Parish Meetings)</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
				<p>Would have liked to see planning applications published in local newspapers for those who are not on the internet. The Parish Council also uses its Parish notice boards where appropriate for displaying information. There is some concern that the CDC website is not user friendly which needs investigating.</p>	<p>Planning applications requiring advertisement are published in ‘weekly lists’ within newspapers. Those that do not require advertisement (e.g. general householder applications) are not included in the interest of efficiency and cost. Generally, there is today less reliance on newspapers for such information. The comment about the Development Management section of the website is noted and its content and usability can be reviewed to ensure that all relevant information about planning applications can be readily accessed. The SCI could further clarify that weekly and monthly lists of all planning applications received can be obtained from the Council’s Public Access system on-line.</p>	<p>Add additional reference to the facility to obtain weekly and monthly lists of planning applications received from the Council’s Public Access system.</p>
				<p>Engagement Table 2 – Questions whether there should there be more interaction between authorities and bodies associated with Local Plans to avoid duplication.</p>	<p>In preparing Local Plans, the Council is required to comply with a statutory Duty to Cooperate in addition to its responsibilities for community engagement. This is set out in section 3 of the SCI and its Table 2.</p>	<p>No change.</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI002	David	Jackson	Savills / Christ Church, Exeter College, Merton College and Oxford University Press	No comment.	Noted.	No change.
SCI003	Linda	Ward		Expresses concerns about poorly publicised consultation documents, lack of notifications, multiple documents and the time made available for genuine public consultation. Also expresses concern about the lack of consultation on the Oxfordshire Strategic Housing Market Assessment (SHMA).	The SCI reinforces the Council's statutory obligations in preparing planning policy documents, making it clear when and how consultation will be undertaken. It proposes the continued use of newspaper notices (no longer a statutory requirement) and enhanced notification arrangements through the use of social media. Formal consultation periods comply with statutory requirements. The SCI makes clear that the Planning Policy section of the Council's website will be a central source of information. Table 1 of the SCI describes the range of engagement methods that will be utilised. The number of documents produced to support Local Plan preparation is not a matter for the SCI but the SCI's specified engagement methods, including leaflets and posters, will be used to accessibly present information. Whether consultation is required on supporting	No change.

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
					documents (such as the SHMA) is dependent on Government guidance and the subject matter. All evidence is made publicly available on the Planning Policy website.	
SCI004	Maureen	Miller-Kelly		Considers that there should be consultation with the CLA (assumed to be the Country Land and Business Association)	The Planning Policy Team maintains a consultation database. Any individual or organisation can ask to be registered in order to receive notification about planning policy consultations. This is made clear in the SCI	No change.
SCI005	Patricia	Clissold		Considers that there should more indexing of documents to make it easier to locate documents. Considers it insufficient to direct people to a front page. A better interface is requested.	How the website is managed and documents referenced is not directly an SCI issue. Front page website addresses are necessary where webpages and the location of documents need to change. However, since the consultation on the draft SCI , the Planning Policy webpages have been updated and refreshed. An explicit reference to the Planning Policy front page in the SCI would be helpful.	Insert a reference to the Planning Policy homepage in Table 1.

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI006	Richard	Cutler	Bloombridge	The Alan Baxter work over the last few years should be referenced and included in the SCI.	The SCI does not need to list individual projects. The Kidlington Masterplan work referred to here is listed in the Council's Local Development Scheme (LDS) January 2016	No change.
SCI007	Robin	Furneaux		Section 3.31 Table 6. When a Parish Council objects to a planning application based on its local knowledge and CDC decides to disregard that objection, it should justify its action to the parish council.	All decisions on planning applications, including officer reports, are published on the Council's website and available through the 'public access' system. Individual notifications would incur additional time and financial costs	No change.

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI008	Kathy	Brown	Stoke Lyne Parish Council	<p>Makes observations on the Duty to Co-Operate being used by one authority against a neighbouring authority</p> <p>Expresses concerns about the effectiveness of Neighbourhood Plans having regard to the experience at Hook Norton</p> <p>Alternative communications should be obligatory to all communities who do not have basic broadband, if necessary paid for by those who do.</p>	<p>Noted. The Council is however bound by the statutory duty. It is a duty to cooperate but not to agree.</p> <p>Not an issue for the SCI.</p> <p>The SCI makes clear that planning policy documents will also be made available in specified 'deposit' locations. Registration on the Planning Policy consultation database can be by way of postal address rather than email address.</p>	<p>No change.</p> <p>No change.</p> <p>Amend paragraph 3.12 to make clear that postal registration is possible on the Planning Policy Consultation database rather than email registration</p>
SCI009	Martin	Small	Historic England	No comments on the Draft Statement and satisfied that the Council consults Historic England in a proper and timely manner.	Noted.	No change.
SCI010	Richard	Kingshott	Langford Village Community Association	<p>Requests regular monitoring in order to determine the most effective way of communicating with consultees, including the public.</p> <p>Where the general public is concerned a target should be set for the proportion to be reached and subsequently respond. If the response rate is poor then direct mail shots should be seriously considered.</p>	<p>Reviewing and monitoring is covered under Section 4 of the final SCI 2016.</p> <p>The SCI complies with statutory requirements for the length of formal consultation periods. The SCI could be amended to formally recognise the practice of adding days for statutory Public Holidays in</p>	<p>No change.</p> <p>Amend para. 3.28 of the SCI to formalise the practice of taking into account statutory public holidays in formal</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
				<p>The current consultation periods over statutory holiday periods and the summer holidays are too short. Over these periods another two weeks should be added.</p> <p>Wish to be formally advised by email in advance of any consultation period and the topic concerned and to engage with the preparation of relevant Local Development Documents.</p>	<p>England. It is not always possible to avoid school holidays due to their frequency, the fact that many people without children will holiday at different times, and because of programming commitments.</p> <p>Those registered on the Planning Policy consultation database will be notified at the start of any formal consultation period. The Council’s Local Development Scheme (available on-line) provides a programme for preparation of the Council’s Planning Policy documents including formal consultation periods. Paragraph 3.28 of the SCI highlights the importance of engagement with specific stakeholders and of a continuous approach. The SCI can be amended to emphasise that stakeholders can also contact the Planning Policy Team directly.</p>	<p>consultation periods on planning policy documents.</p> <p>Amend paragraph 3.28 of the SCI to highlight that stakeholders wishing to discuss specific policy matters can contact the Council’s Planning Policy Team directly</p>

Appendix 2 – Summary of consultation responses, officer response and proposed changes

Rep No.	First Name	Surname	Organisation	Comments	CDC Officer response	Proposed Change
SCI011	Elizabeth and Roy	Moore		Concerned about major, complex consultations running consecutively or within a very short time frame.	The programming for the preparation of planning policy documents takes place through the Council’s Local Development Scheme (available on-line). Programming commitments are influenced by Government requirements, Council priorities, undertakings made in other planning policy documents and the need for cooperation with other authorities. It also sometimes more efficient to undertake simultaneous consultations. Officers are conscious of the need to avoid significant clashes and consultation fatigue, but the forward planning of documents will sometimes necessitate a concurrent or consecutive approach.	No change
SCI012	R.	List	Godington Parish Meeting	States that Parish meetings were set up under the 1972 Local Government Act as an organisation to take part in local government. Questions why parish meetings are not mentioned. PMs are often confused with Parish Councils which in fact have quite different legislation.	The SCI can be amended to ensure that specific reference is made to Parish Meetings.	Amend references to Town and Parish Councils to include Parish Meetings where appropriate.

This page is intentionally left blank

Cherwell District Council

Executive

4 July 2016

High Speed Rail – HS2 Qualifying Authority Status
--

Report of Head of Development Management

This report is public

Purpose of report

To consider whether the Council should become a “qualifying authority” (‘Qualified Authority’) or a “non-qualifying authority” for the purposes of the High Speed Rail 2 Hybrid Bill.

1.0 Recommendations

The meeting is recommended to:

1.1 Authorise

- (i) Cherwell District Council becoming a Qualifying Authority in relation to the High Speed Rail (London to West Midlands) Hybrid Bill and authorises the signing of the HS2 Planning Memorandum and the Service Level Agreement between the Council and HS2 that will provide the costs of implementing the consequent planning regime, and
- (ii) Recommend to Full Council to agree that constitutional and scheme of delegation changes will be necessary to ensure the satisfactory implementation of the Planning Memorandum.

2.0 Introduction

- 2.1 The High Speed Rail (London-West Midlands) Bill has completed the House of Commons Select Committee stage and has now progressed to being considered by the appointed House of Lords Select Committee. At this stage it is not known how long the House of Lords Committee will have to sit to hear petitions, but it’s hearings will commence in June 2016. It is aimed that the Bill will achieve Royal Assent by the end of 2016.

- 2.2 The HS2 Bill will grant planning permission for the construction of a high speed railway between London and Birmingham. The Bill defines the role that authorities will have in approving the final design of the railway and how it will be constructed. The nominated undertaker (the party/parties who will construct the railway) will need to obtain the approval of the Local Planning Authorities along the route for matters of detail, including the detailed design and materials of buildings and structures such as bridges and tunnel portals as specified in the Bill. These are set out in Part 2 Schedule 17 (Conditions of Deemed Consent) in relation to the planning process.
- 2.3 HS2 set up the Planning Forum for Phase One (London – Birmingham) as the main vehicle for communicating with local authorities along the proposed route and the forum is attended by officers from each relevant Council, HS2 and the Department for Transport. The Planning Memorandum currently being drafted through the Planning Forum sets out the requirements of planning authorities and the nominated undertaker, in respect of all applications to build HS2 phase 1 and the associated infrastructure.
- 2.4 The Bill gives each Local Planning Authority a choice between having a wide or narrow range of controls over the approval of these details. Authorities opting for the wider range of controls are referred to as a “Qualifying Authority”. The Council will need to take a decision on whether to become a Qualifying Authority before the end of the House of Lords process.

3.0 Report Details

- 3.1 Qualifying authorities will be responsible for issuing consents and approvals in respect of the detailed design and appearance of structures and other elements of the scheme, but that responsibility does not extend to the principle of the construction which is permitted by the Bill itself. Examples of structures and features that a Qualifying Authority will be able to consider include:-
- Buildings and vehicle parks
 - Terracing
 - Cuttings
 - Embankments and other earthworks
 - Fences and walls
 - Telecommunication masts
 - Power take-off compounds
 - Artificial lighting
 - Bridges and viaducts
 - Borrow pits and waste disposal sites
 - Site restoration
- 3.2 If Cherwell District Council chose to become a Qualifying Authority it will have responsibility for the details of most of the above matters, with the exception of borrow pits and waste disposal sites which would be dealt with by Oxfordshire County Council as minerals and waste planning authority (should they also

choose to become a qualifying authority). The County Council would also play the lead role in considering lorry routeing.

- 3.3 If the Council decided to be a non-qualifying authority it would have a significantly more restricted role thereby effectively losing what little control there is over the majority of features and structures within the District.
- 3.4 The implications of becoming a Qualifying Authority are therefore gaining increased control over planning matters subject to the Council undertaking to agree to a number of requirements concerning process and the timeliness of dealing with the Schedule 17 applications that would be made.
- 3.5 A Qualifying Authority can only refuse to approve plans or specification or impose conditions on the grounds set out in Schedule 17 which are broadly:-
- i) **That the design or external appearance of the works ought to be modified:**
 - a) To preserve the local environment or local amenity
 - b) To prevent or reduce prejudicial effects on road safety or the free flow of traffic in the local area or
 - c) To preserve a site of archaeological interest or nature conservation value, and is reasonably capable of being so modified
 - ii) **That the development ought to, and could reasonably be carried out elsewhere on land within the development's permitted limits**
- 3.6 a) This aspect would only relate to development within especially sensitive areas such as Historic Parks. It should be noted that the intended planning regime indicates that it would only be appropriate to raise an objection to the design or details of a particular structure or works if the impact of that design would be very significant within the surrounding area, being beyond that which might reasonably be expected as part of the railway scheme. This provision is aimed at preventing LPAs from unreasonably delaying this important infrastructure project.
- 3.7 A non-qualifying authority does not sign the Planning Memorandum but will be able to approve the detailed design of permanent structures but will have a more restricted role in the approval of construction matters and have a more restricted range of potential refusal issues. Other matters would therefore remain with the nominated undertaker. Given the contentious nature of the project it is considered important to maintain as much local control as possible and takes full advantage of the powers that would be conferred on it by becoming a Qualifying Authority.
- 3.8 Councils wishing to become a Qualifying Authority are required to sign the "Planning Memorandum". This is a document that sets out the rules of conduct and administrative arrangements for both the LPA and the nominated undertaker leading up to and during the construction of the railway. The document has been the subject of discussions with the local planning

authorities along the route via the Planning Forum, and a final version has now been produced.

- 3.9 The prescribed period for the LPA to determine Schedule 17 applications is proposed in the Bill to be 8 weeks. If the LPA fail to determine an application within this period it would be deemed to be approved and the LPA would not therefore have any control over those works and related mitigation. If the Council choose to become a Qualifying Authority we will therefore need to consider our application processes and decision mechanisms to ensure that we can comply with such requirements. This may involve delegation changes and/or a special board or committee with delegated authority, and therefore constitution changes that will require Council approval.
- 3.10 The Development Management team will also need to be properly resourced to deal with applications expeditiously. Many of the applications may be minor in nature, but some, such as bridge design, embankment/cutting design etc. may be more complex and contentious. As Cherwell has a relatively short section of the line the number of applications may be restricted, but can be expected to come in over a short (1 to 2 year) period.
- 3.11 In respect to staff resources, if a LPA is looking to refuse an application they need to fully justify and provide a designed and costed alternative within the prescribed period (8 weeks) and this may involve engaging resources or skills to do this particularly in respect of the construction of bridges/vent shafts.
- 3.12 HS2 are proposing that the Council will be reimbursed for the cost of dealing with the additional workload resulting from these applications and approvals by way of either the payment of application fees (at a scale that has yet to be set out) or by funding via a Service Level Agreement (SLA). The latter may be able to also cover the cost of engaging in pre-application discussions which will inevitably be required and is therefore likely to be the preferred option. Collective and individual discussions with LPAs on SLAs are on-going.
- 3.13 It should be noted that the extent of that control will need to be clearly communicated in an appropriate way to the public so that there is a clear understanding of the expectations in being a Qualifying Authority and the level of influence over the matters identified above in paragraph 3.1 above. Also that the works to construct the railway will have the equivalent of outline planning permission such that the Council will only be able to consider aspects of the reserved matters (i.e. the details of design and materials, etc.) in the manner described in this report.

4.0 Conclusion and Reasons for Recommendation

- 4.1. Becoming a Qualifying Authority involves a commitment by the Council to deal with applications appropriately and within specified timescales, in return for greater control over a wider range of matters than would otherwise be the case.

- 4.2 It is considered important that the Council retains as much control as it can over the detailed matters relating to the HS2 proposals, and to do so it is recommended that it would be in the Council's interests to become a Qualifying Authority.

5.0 Consultation

- 5.1 None.
- 5.2 It is known that other LPAs along the line are giving active consideration to this matter, and to date of those authorities we know about, all are being recommended to become Qualifying Authorities.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The alternative option is to not become a qualifying authority. This has been rejected in our assessment and is not recommended as the Council would not be able to exercise the maximum control over elements of this contentious scheme.

7.0 Implications

Financial and Resources Implications

- 7.1 There will be a cost to the Council in staff and/or consultant expertise terms to enable the timely handling of the additional Schedule 17 applications that are expected to be submitted under this planning regime. This cost will fall upon the Council whether or not we choose to become a Qualifying Authority. The intention of the promoters is to ensure that the Council will be reimbursed for this cost by either a fee submitted with each application or by a SLA between HS2 and the Council.

Comments checked by: Kate Crussell, Principal Accountant, 01327 322188,
Kate.Crussell@Cherwellandsouthnorthants.gov.uk

Legal implications

- 7.2 A Qualifying Authority undertakes to deal with applications within a strict timescale. To enable this to be met the Council will need to give further consideration to administrative and democratic mechanism changes, with potential changes to the constitution.

Comments checked by: Nigel Bell, Team Leader – Planning, 01295 221687
Nigel.Bell@Cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold met: No

Community Impact Threshold Met: No

Wards affected

Fringford and Heyfords directly

Links to Corporate Plan and Policy Framework

Cherwell: A District of opportunity;
Cherwell: Safe Green, Clean

Lead Councillor

Councillor Colin Clarke, Lead Member for Planning

Document Information

Appendix No	Title
Appendix 1	High Speed Rail (London-West Midlands) draft Environmental Minimum Requirements Annex 2: Draft Planning Memorandum
Appendix 2	High Speed Two Information Paper B1: The main provisions of the Planning Regime
Background Papers	
None	
Report Author	Bob Duxbury, Development Control Team Leader (Major Developments_
Contact Information	bob.duxbury@cherwell-dc.gov.uk 01295 221821

High Speed Rail
(London-West Midlands)
Draft Environmental
Minimum Requirements

Annex 2: Draft Planning Memorandum





Department for Transport

High Speed Two (HS2) Limited has been tasked by the Department for Transport (DfT) with managing the delivery of a new national high speed rail network. It is a non-departmental public body wholly owned by the DfT.

High Speed Two (HS2) Limited,
One Canada Square,
Canary Wharf,
London E14 5AB

Telephone: 020 7944 4908

General email enquiries: HS2enquiries@hs2.org.uk

Website: www.gov.uk/hs2

High Speed Two (HS2) Limited has actively considered the needs of blind and partially sighted people in accessing this document. The text will be made available in full on the HS2 website. The text may be freely downloaded and translated by individuals or organisations for conversion into other accessible formats. If you have other needs in this regard please contact High Speed Two (HS2) Limited.

© High Speed Two (HS2) Limited, 2016, except where otherwise stated.

Copyright in the typographical arrangement rests with High Speed Two (HS2) Limited.

This information is licensed under the Open Government Licence v2.0. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence/version/2 **OGL** or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or e-mail: psi@nationalarchives.gsi.gov.uk. Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.



Printed in Great Britain on paper containing at least 75% recycled fibre.

Contents

1	Introduction	1
2	Qualifying authorities	2
3	Aim of the memorandum	3
4	Planning Forum	3
5	Requests for approval	4
	5.1 Determining qualifying authority	4
	5.2 Types of request for approval	4
	5.3 Construction arrangements	5
	5.4 Plans and specifications	5
	5.5 Bringing into use	5
	5.6 Site restoration scheme	5
6	Class approvals	5
7	Expeditious handling of requests for approval	6
	7.1 Dedicated staff	6
	7.2 Importance of expeditious handling of requests for approval	6
	7.3 Timeframes for approval of requests	6
	7.4 Decision-making processes	7
	7.5 Nominated undertaker	7
	7.6 Delays in/refusal to determine	8
	7.7 Justification for decision	8
8	Applications outside the Bill process	8
9	Relationship to other documents	9
	9.1 Environmental Statement and EMRs	9
	9.2 Planning Context Report	9
	9.3 Statutory guidance	9
10	Procedures	9

1 Introduction

- 1.1.1 The Planning Memorandum is one of a suite of documents forming the Phase One of HS2 (Phase One) Environmental Minimum Requirements (EMRs) – the over-arching commitments by the Secretary of State to afford appropriate management and protection of the environment. The components of the EMRs are described in paragraph 3.1.1 of the EMR General Principles document. These include requirements on the nominated undertaker to comply with this document, the Heritage Memorandum and undertakings and assurances concerning the project specified in the Register of Undertakings and Assurances, and to adopt and implement the Code of Construction Practice and the Environmental Memorandum. As mentioned in Section 2, this document also sets out undertakings by relevant local authorities enabling them to become qualifying authorities under Schedule 17 to the High Speed Rail (London - West Midlands) Bill (the Bill).
- 1.1.2 The Bill provides powers for the construction and operation of HS2. It grants a deemed planning permission for the works it authorises, and establishes a planning regime in Schedule 17 under which certain matters and details of the deemed consent are reserved for subsequent local planning authority approval. There will be a considerable number of such submissions under the Planning Conditions Schedule, and this Memorandum seeks to ensure that the process of obtaining these approvals does not unduly hinder construction of HS2. It sets out the arrangements for the processing of submissions, and details the responsibilities of the nominated undertaker and of those local planning authorities who choose to sign up to this memorandum – the qualifying authorities.
- 1.1.3 The nominated undertaker will work with qualifying authorities to support the determination of requests for approval, which will include early and constructive engagement, in accordance with obligations set out in this memorandum.

2 Qualifying authorities

2.1.1 Under the Bill, Schedule 17, Part 2, Paragraph 13, the Secretary of State is obliged to make an order specifying every relevant local authority which has, on or before the relevant day, given him or her undertakings with respect to the handling of planning matters under that Schedule which he or she considers satisfactory.

2.1.2 This memorandum sets out those undertakings. It is binding upon any authority which has chosen to sign it so as to have the additional powers available to qualifying authorities in the Bill, and upon the nominated undertaker. It shall be taken into account in determining matters submitted for approval to qualifying authorities under Schedule 17 – Conditions of Deemed Planning Permission – to the Bill. It is divided into eight principal sections:

- Aim of the Memorandum;
- The Planning Forum;
- Requests for Approval;
- Class Approval;
- Expeditious handling of Requests for Approval;
- Applications outside the Bill process;
- Relationships to other documents; and
- Procedures.

_____ (the authority) hereby undertakes to act in accordance with the terms of this memorandum.

3 Aim of the memorandum

3.1.1 The Bill provides powers for the construction and operation of HS2. Schedule 1 of the Bill describes the scheduled works that the nominated undertaker will be authorised to carry out. A description is provided of the type of work and their location, for example:

"Work No. 3/205 - A railway (5.09 kilometres in length) partly on viaduct commencing by a junction with Work No. 3/203 at its termination, passing south-westwards and terminating at a point 545 metres north-west of the junction of Freeman Street with Park Street."

3.1.2 The Bill provides for these works to be constructed on land within the lateral limits of deviation for the work concerned shown on the deposited plans, and provides for an upward limit of deviation of 3 metres from the levels shown on the deposited sections (subject to any [exceptions within the Bill or] maximum level for any station, depot or shaft shown on the sections). The deposited plans also show a further limit of land to be acquired or used, which may be used for ancillary purposes.

3.1.3 The Bill deems planning permission to be granted for the works authorised by it subject to conditions set out in Schedule 17 (the Planning Conditions Schedule). That Schedule includes conditions requiring various matters to be subject to approval of the relevant local planning authority, and the extent of these depends on whether or not the authority has elected to become a qualifying authority, that is one that has, on or before the day on which the Bill was reported from Select Committee in the House of Lords, given the Secretary of State undertakings with respect to the handling of planning matters arising under the Planning Conditions Schedule which he or she considers satisfactory.

4 Planning Forum

4.1.1 The qualifying authority shall join with other qualifying authorities and the nominated undertaker (together with representatives from the relevant Government departments) in establishing a Planning Forum (the forum) to help co-ordinate and secure the expeditious implementation of the planning provisions in the Bill.

4.1.2 The authority signing this memorandum in order to become a qualifying authority under the Bill's planning regime also becomes a member of the forum and is obliged to take into account its conclusions. Where appropriate, specialist or technical matters relevant to the statutory functions of the qualifying authorities will be referred to the relevant sub-group of the forum.

4.1.3 The forum will meet regularly to assist with the effective implementation of the planning provisions in the Bill. In order to help co-ordinate and secure the expeditious implementation of those planning provisions, the forum will prepare notes on related matters, which will set out standards and practices to be followed by those implementing the Planning Conditions Schedule.

4.1.4 The forum will consider common design items for certain structures associated with the railway (such as bridges, acoustic barriers or retaining walls). Unless there are particular local circumstances relevant to the grounds in Paragraphs 2 and 3 of Schedule 17 to the Bill, there will be a presumption in favour of the approval of such designs when submitted.

4.1.5 In considering the requests for approval, qualifying authorities will have regard to the Planning Conditions Schedule contained in the Bill, the conclusions of the forum, and the forum’s notes. Qualifying authorities will also have regard to any statutory guidance given under paragraph 26 of the Planning Conditions Schedule.

4.1.6 The nominated undertaker will have regard to the conclusions of the forum and its notes in preparing the requests for approval.

5 Requests for approval

5.1 Determining qualifying authority

5.1.1 The determining authority under the Bill provisions is summarised in the table below.

Type of Submission	Determining Qualifying Authority
Unitary Areas	
All planning matters for approval under the Planning Conditions Schedule.	Metropolitan borough councils in West Midlands
	London borough councils
Non-Unitary Areas	
Plans and specifications and construction arrangements about waste and soil disposal and excavation of bulk materials from borrow pits. Construction arrangements comprising lorry routing.	County Councils
All other planning matters for approval under the Planning Conditions Schedule.	District Councils

5.2 Types of request for approval

5.2.1 The Planning Conditions Schedule in the Bill requires the nominated undertaker to submit requests for approval to qualifying authorities for the following:

- construction arrangements;
- plans and specifications;
- bringing into use; and
- site restoration schemes.

5.2.2 Schedule 17 of the Bill sets out the grounds on which the qualifying authority may impose conditions on approvals, or refuse to approve the requests for approval.

5.3 Construction arrangements

- 5.3.1 The nominated undertaker will submit requests for approval of construction arrangements relating to road transport and construction camps, as these will not be covered by a class approval for generic matters (see section 6), for any other construction arrangements required by the Planning Conditions Schedule for which class approvals are not given, and for any case where the nominated undertaker wishes to depart from a class approval given.

5.4 Plans and specifications

- 5.4.1 The nominated undertaker will submit to the authority plans and specifications for certain permanent above ground building works, in accordance with paragraphs 2 and 3 of the Planning Conditions Schedule.

5.5 Bringing into use

- 5.5.1 The nominated undertaker will submit to the qualifying authority a bringing into use request under paragraph 9 of the Planning Conditions Schedule, for most scheduled works, apart from any which are below ground, and maintenance depots. The purpose of bringing into use requests is to ensure that appropriate mitigation has been incorporated, and no such work can be brought into use without such approval.

5.6 Site restoration scheme

- 5.6.1 The nominated undertaker will be required in the circumstances specified in paragraph 12 of the Planning Conditions Schedule to implement a site restoration scheme as agreed with or approved by the authority, or failing agreement, as determined by the relevant Secretaries of State.

6 Class approvals

- 6.1.1 A class approval may be made by the Secretary of State for the following generic construction arrangement matters:
- the handling of re-usable spoil and topsoil;
 - storage sites;
 - site screening;
 - artificial lighting;
 - suppression of dust; and
 - mud on the highway.
- 6.1.2 The Secretary of State will consult the relevant authorities concerned on the content of the class approval. A class approval may be made subject to conditions which the nominated undertaker would be required to adhere to. Generic measures approved under a class approval will be subject to the same planning authority enforcement processes as would apply to construction arrangements approved under paragraph 4 of Schedule 17.

7 Expeditious handling of requests for approval

7.1 Dedicated staff

7.1.1 The qualifying authority must ensure that sufficient planning staff (and other relevant disciplines which may be required such as heritage, traffic or environmental health) resources are made available in order to process requests for approval in a timely manner, undertake pre-application discussions and attend meetings. Resources should be made available to provide sufficiently for any potential peaks in submissions from HS2, to cover for annual leave and any other absences.

7.2 Importance of expeditious handling of requests for approval

7.2.1 HS2 is an infrastructure project of national importance. The qualifying authority shall accordingly have regard to construction, cost and programme implications, and shall not seek to impose any unreasonably stringent requirements on the requests for approval of any construction arrangement, plans or specifications, mitigation scheme or site restoration scheme, which might frustrate or delay the project, or unreasonably add to its cost. In particular, the qualifying authority shall not seek to impose unreasonably stringent requirements or standards in respects of land use, planning, design or environmental matters. In this context, the qualifying authority shall give due weight to any conclusions reached by the Select Committee (subject to any modifications made by Parliament) which are relevant to matters submitted for approval (or agreement).

7.3 Timeframes for approval of requests

7.3.1 In recognition of the tight construction programme, the qualifying authority shall use reasonable endeavours, subject to its obligations under statute and statutory guidance from the Secretary of State, to determine any request for a relevant approval within the timetable referred to in paragraph 22(4) of the Planning Conditions Schedule (i.e. eight weeks) or, whenever possible, a lesser period. Where practicable, the nominated undertaker will respond quickly to requests for information or clarification to assist the local authority in the timely processing of requests.

7.3.2 If the content of a request for approval, as set out in the relevant planning forum note, is not provided, an extended determination period will be agreed between the qualifying authority and the nominated undertaker in accordance with Schedule 17, section 22(4).

7.3.3 Where additional details of a request for approval are submitted under paragraph 2(3), 3(4), 7(4) (as appropriate) of the Planning Conditions Schedule, the authority shall use its reasonable endeavours to make its decision on the approval expeditiously, and in any event within eight weeks after the date of submission of the additional details.

7.3.4 The qualifying authority shall not require the nominated undertaker to vary the extent or content of a request for approval to include matters which could reasonably be included in a subsequent request (unless it is necessary for the determination of the first request).

- 7.3.5 When a qualifying authority wishes to agree conditions with the nominated undertaker, it shall propose them at least seven days prior to the determination date of the request for approval, which will assist in determination within the eight-week period.

7.4 Decision-making processes

- 7.4.1 When necessary, the qualifying authority shall put in place appropriate internal decision-making arrangements to ensure that this timetable for determining requests is achieved. If adherence to the normal committee cycle would make it difficult to reach decisions in accordance with the timetable, consideration should be given to authorising greater delegated powers for officers and/or the formation of a dedicated sub-committee.
- 7.4.2 Where only part of a request can be determined within this timetable, the qualifying authority shall not seek unreasonably to delay determination of the remainder. In consultation with the nominated undertaker, the qualifying authority may grant approval for those aspects or subsidiary packages of works which they have been able to determine.

7.5 Nominated undertaker

- 7.5.1 To facilitate effective consultation and ensure that requests for approval are determined within the timetable referred to above, the nominated undertaker shall engage in proportionate forward discussions about prospective requests for approval with the qualifying authority and statutory consultees. Forward discussions will, as relevant, include design development, submission dates and planning committee cycles.
- 7.5.2 When designs of HS2 works are submitted for approval, the nominated undertaker shall, where reasonably necessary for the proper consideration of the design proposed, provide an indication or outline of the appropriate mitigation measures (if any) that it intends to submit subsequently under paragraphs 9 or 12 of the Planning Conditions Schedule. Where the works for approval will have mitigating effect in relation to operational noise from the railway or new roads the nominated undertaker will provide information to show, so far as is reasonably practicable at that stage in the design process, how the noise mitigation performs and the expected conditions. While not material to approvals under paragraph 2 or 3 this information will provide reassurance in advance of the request for approval under paragraph 9 that the mitigation is appropriate and present an opportunity to raise concerns.
- 7.5.3 In order to assist qualifying authorities with their resource planning, the nominated undertaker will, every quarter, provide a forward plan of requests for approval anticipated in the next six months. The nominated undertaker will notify the relevant qualify authority if there is a significant change to the forward plan. The nominated undertaker will provide information to the Planning Forum, prior to Royal Assent, on the programming of submissions, so far as reasonably practicable.
- 7.5.4 The nominated undertaker will use reasonable endeavours to submit a site restoration scheme, for the agreement of the qualifying authority, prior to the discontinuation of the use of any site for carrying out operations ancillary to the construction of any of the scheduled works.
- 7.5.5 In order to assist with the expeditious handing of submissions, where a request for approval is made by the nominated undertaker under the Planning Conditions Schedule, then for information purposes:

- if the site to which the request relates is on or close to an authority boundary, and is likely to impact upon it, a copy will be sent to the adjacent authority;
- if the request relates to lorry routes which pass through the areas of adjoining authorities, a copy will be sent to those adjoining authorities;
- in non-unitary areas, a copy will be sent to the non-determining authority; and
- and in the areas subject to Opportunity Area Planning Frameworks, a copy will be sent to the Greater London Authority.

7.6 Delays in/refusal to determine

- 7.6.1 If the qualifying authority repeatedly fails to expedite requests for approval, or seriously fails to expedite a request in line with the timescale set out in paragraph 22(4) of the Planning Conditions Schedule, or repeatedly or seriously fails to act in accordance with all the requirements of this memorandum, the Secretary of State may have sufficient grounds to order that the authority shall cease to have the powers of a qualifying authority under the Bill provisions. Prior to an authority being disqualified, the nominated undertaker and the Secretary of State will discuss with the qualifying authority concerns regarding its performance and the performance of the nominated undertaker.
- 7.6.2 The approval of requests for approval by qualifying authorities will be monitored through the planning forum.

7.7 Justification for decision

- 7.7.1 Where an authority refuses approval of a request for approval, in addition to specifying the grounds under the Planning Conditions Schedule for its decision, it shall state clearly and precisely the full reasons for its decision.
- 7.7.2 Where the authority's decision in relation to the determination of plans and specifications has been reached on the grounds that some aspect of the operation or work ought to be modified and is reasonably capable of being modified, or that the development ought to be (and could reasonably be) carried out elsewhere within the relevant limits, the authority shall include an explanation of why and how it considers the modifications should be made.
- 7.7.3 Where the authority's decision in relation to the determination of construction arrangements has been reached on the grounds that the arrangements ought to be modified and are reasonably capable of being modified, the authority shall include an explanation of why and how it considers modification should be made, and where.

8 Applications outside the Bill process

- 8.1.1 There may be instances when it will be necessary to obtain permission for works which are not the subject of deemed consent granted by the Bill. Should the nominated undertaker seek permission through the normal planning process, the qualifying authority shall consider and determine the application expeditiously under normal planning procedures.
- 8.1.2 This memorandum does not relate to applications for permission to construct over-site development - namely certain non-rail-related development over operational structures such as stations and vent shafts. These will be taken forward under the normal planning process.

9 Relationship to other documents

9.1 Environmental Statement and EMRs

9.1.1 In determining requests for approval, the qualifying authority shall take into account the assessments in the Environmental Statement, the arrangements in the Code of Construction Practice, the Heritage Memorandum, the Environmental Memorandum, and any relevant undertakings and assurances concerning the project specified in the Register of Undertakings and Assurances.

9.2 Planning Context Report

9.2.1 The qualifying authority shall have regard to the Planning Context Report under paragraph 16 of the Planning Conditions Schedule and to the nominated undertaker's explanation of how an individual request for approval fits into the overall scheme of the works authorised by the Bill. This report is to include an indication of the location of scheduled and non-scheduled works to which requests for approval are expected to relate.

9.3 Statutory guidance

9.3.1 The qualifying authority must have regard to statutory guidance issued by the Secretary of State in accordance with paragraph 26 of Schedule 17 to the Bill.

10 Procedures

10.1.1 The nominated undertaker shall submit requests for approval of construction arrangements, plans and specifications, and mitigation schemes in compliance with guidelines on standardised pro forma to be drawn up by the Planning Forum.

10.1.2 The HS2 Bill makes provisions for putting in place regulations for fees for applications for approval under Schedule 17. The regulations may provide that where fees are agreed directly with a qualifying authority, the fees prescribed by the regulations will not apply.

Where the nominated undertaker is aggrieved by a decision of a planning authority on a request for approval they may appeal the decision to the appropriate Ministers. Appeals can also be made if requests for approval are not determined within the time period set out in the Bill. Unless the appropriate Minister/s direct otherwise, their functions in relation to the determination of appeals will be carried out by the Planning Inspectorate. Appeals will be dealt with on the basis of written representations unless the person deciding the appeal directs otherwise.



HIGH SPEED TWO INFORMATION PAPER

B₁: THE MAIN PROVISIONS OF THE PLANNING REGIME

This paper outlines the main provisions of the planning regime proposed for Phase One of the HS2 project.

It will be of particular interest to those potentially affected by the Government's proposals for high speed rail.

This paper will be updated as required. If you have any queries about this paper or about how it might apply to you, please contact the HS2 Helpdesk in the first instance.

The Helpdesk can be reached at:

**High Speed Two (HS2) Limited
One Canada Square
London E14 5AB**

by email: HS2enquiries@hs2.org.uk

or by phone: 020 7944 4908 (lines are open 24 hours)

Version 1.5

Last updated 21 March 2016

B₁: THE MAIN PROVISIONS OF THE PLANNING REGIME

1. Introduction

- 1.1. High Speed Two (HS2) is the Government's proposal for a new, high speed north-south railway. The proposal is being taken forward in two phases: Phase One will connect London with Birmingham and the West Midlands and Phase Two will extend the route to Manchester, Leeds and beyond.
- 1.2. HS2 Ltd is the non-departmental public body responsible for developing and promoting these proposals. The company works to a Development Agreement made with the Secretary of State for Transport.
- 1.3. In November 2013, HS2 Ltd deposited a hybrid Bill¹ with Parliament to seek powers for the construction and operation of Phase One of HS2 (sometimes referred to as 'the Proposed Scheme'). The Bill is the culmination of nearly six years of work, including an Environmental Impact Assessment (EIA), the results of which were reported in an Environmental Statement (ES) submitted alongside the Bill. The Secretary of State has also published draft Environmental Minimum Requirements (EMRs), which set out the environmental and sustainability commitments that will be observed in the construction of the Proposed Scheme.
- 1.4. The Bill is being promoted through Parliament by the Secretary of State for Transport (the 'Promoter'). The Secretary of State will also appoint a body responsible for delivering the Proposed Scheme under the powers granted by the Bill.
- 1.5. This body is known as the 'nominated undertaker'. There may well be more than one nominated undertaker – for example, HS2 Ltd could become the nominated undertaker for the main railway works, while Network Rail could become the nominated undertaker for works to an existing station such as Euston. But whoever they are, all nominated undertakers will be bound by the obligations contained in the Bill and the policies established in the EMRs.
- 1.6. These information papers have been produced to explain the commitments made in the Bill and the EMRs and how they will be applied to the design and construction of the Proposed Scheme. They also provide information about the Proposed Scheme itself, the powers contained in the Bill and how particular decisions about the project have been reached.

¹The High Speed Rail (London – West Midlands) Bill, hereafter 'the Bill'.

2. Overview

- 2.1. This information paper outlines the main provisions of the planning regime proposed for Phase One of HS2. The provisions vary depending on whether the local planning authority has opted to become a qualifying authority or a non-qualifying authority.
- 2.2. The design of the Proposed Scheme to date provides the level of detail necessary for the purposes of the Bill and the requirements of the Environmental Impact Assessment Regulations. The level of detailed design necessary to enable the Proposed Scheme to be constructed has yet to be carried out, and will not be completed until after the Bill has secured Royal Assent. Once complete the nominated undertaker will need to apply for approval of the detailed design of a range of parts of the Proposed Scheme from local planning authorities along the route. This will ensure that although planning permission for the Proposed Scheme is granted by Parliament, local planning authorities will be able to ensure that the design of permanent structures fits into the local environment. Local planning authorities will also be able to input into the approval of certain construction matters and have a level of control over their enforcement.

3. Qualifying and non-qualifying authorities

- 3.1. The Bill gives each local planning authority a choice between having a wide or narrow range of controls over details. Local planning authorities opting for a wide range of controls are referred to as qualifying authorities. They will be required to sign the Planning Memorandum, which is currently in draft form. This sets out rules of conduct and administrative arrangements for them and the nominated undertaker. Qualifying authorities will be specified by the Secretary of State in accordance with part 2 of Schedule 17. Qualifying authorities will be able to approve the detailed design of permanent structures such as stations and viaducts, and also have an enforcement and approval role in relation to certain construction matters.
- 3.2. Those choosing to not sign the Planning Memorandum are referred to in the Bill as non-qualifying authorities and will be able to approve the detailed design of permanent structures, and have a more restricted role in the approval of construction matters.

4. Approval of detail design

- 4.1. A local planning authority that becomes a qualifying authority under Part 2 of Schedule 17 will be required to approve plans and specifications for matters such as buildings and road vehicle parks, terracing, cuttings, embankments and other earthworks, fences, walls or other barriers, transformers, telecommunication masts, pedestrian access to the railway line, artificial lighting, waste and spoil disposal and borrow pits. These provisions do not apply to works of a temporary

nature, to anything underground except any part of a station available for use without a ticket, nor to any tunnel or railway track bed.

- 4.2. The planning authority can only refuse to approve (or impose conditions in respect of) the plans and specifications on the grounds specified in Schedule 17. There are, in broad terms, two main sets of grounds on which the work may be refused or conditioned by a qualifying authority:
- a) The design or external appearance of the works ought to be modified:
 - I. to preserve the local environment or local amenity;
 - II. to prevent or reduce prejudicial effects on road safety or on the free flow of traffic in the local area;
 - III. to preserve a site of archaeological or historic interest or nature conservation value; and
 - IV. is reasonably capable of being so modified; or
 - b) The development ought to, and could reasonably, be carried out elsewhere on land within the Act limits.
- 4.3. In determining whether or not to grant approval to a request or to impose conditions upon an approval, a local planning authority should consider, amongst other things, whether the proposals are consistent with the EMRs, including the draft Environmental Memorandum. These set out principles that the nominated undertaker should follow in developing the detailed design and that may be taken into account by planning authorities when considering requests for approvals of the plans and specifications. They will also need to consider the statutory guidance produced by the Secretary of State for Transport under paragraph 26 of Schedule 17.
- 4.4. A non-qualifying local planning authority will be required to approve plans and specifications for buildings. Non-qualifying authorities will only be able to refuse approval if the design or external appearance of the works ought to be modified to preserve the local environment or local amenity, and is reasonably capable of being so modified, or the development ought to, and could reasonably, be carried out elsewhere on land within the Act limits.

5. Construction controls

- 5.1. The nominated undertaker will be bound, through the EMRs, to adopt and implement the HS2 Code of Construction Practice (CoCP). Several drafts of the CoCP have already been consulted on with the relevant local planning authorities and statutory bodies. Other commitments in the EMRs will govern construction, including a commitment that the nominated undertaker's contractors will obtain consents under section 61 of the Control of Pollution Act 1974 in relation to noise generating activities and hours of working.

- 5.2. In addition qualifying authorities will be able to enforce construction arrangements relating to:
- handling of re-useable spoil or topsoil;
 - road transport;
 - storage sites for construction materials, spoil or topsoil;
 - construction camps;
 - works screening;
 - artificial lighting;
 - dust suppression; and
 - road mud control measures.
- 5.3. Construction arrangements relating to handling of re-useable spoil or topsoil; storage sites for construction materials, spoil or topsoil; works screening; artificial lighting; dust suppression; and road mud control measures are likely to be generic. These may be subject to a class approval by the Secretary of State without the need for approval by the relevant qualifying authority.
- 5.4. The Secretary of State when making a class approval may attach conditions to it and, must consult the local planning authorities before making the class approval. Should the Secretary of State not make a class approval, these arrangements are subject to approval by the relevant qualifying authority.
- 5.5. Construction arrangements relating to construction camps, which provide temporary residential accommodation for construction staff, and road transport (i.e. lorry routes with more than 24 lorry movements per day on roads other than trunk roads and motorways) are site specific and so require individual approval from the relevant qualifying planning authority.
- 5.6. Qualifying authorities may refuse approval if the arrangements ought to be modified to preserve the local environment or local amenity, or to prevent or reduce the prejudicial effects on road safety, or on the free flow of traffic in the local area, and are reasonably capable of being so modified.
- 5.7. Other parts of the Bill also offer control over related construction arrangements. Paragraph 1 of Schedule 4 requires highway authority approval of plans and specifications of any design of a new access onto, or the alteration of, a highway used by vehicular traffic as a result of the construction or operation of the Proposed Scheme, if the location is shown on the deposited plans. If the location is not shown on the deposited plan consent for this access or alteration is required from the highway authority.
- 5.8. Under the provisions of the CoCP, the nominated undertaker will have to prepare a Traffic Management Plan which will outline the traffic control measures and routes on public highways that will be used during construction.

These plans will take account of the requirements and advice of the highway authority and other authorities, and will provide a framework for the preparation of submissions under Schedule 17.

6. Restoration of construction sites

- 6.1. Where a site is used for construction purposes, the site must be restored in accordance with a scheme submitted to the local planning authority within four months of the discontinuation of works at the site. Where no such scheme is agreed, the site must be restored in accordance with a scheme determined by the appropriate Ministers.

7. Bringing works into use

- 7.1. The bringing into use of any scheduled work or depot, except to the extent that the work is underground, is subject to prior approval by the qualifying local planning authority. The qualifying local planning authority must grant prior approval if it considers that there are no reasonably practicable measures which need to be taken for the purposes of mitigating the impacts of the work, or its operation, or if it has approved a mitigation scheme for that purpose submitted by the nominated undertaker. The qualifying local planning authority can only refuse or impose conditions upon such a scheme if it is satisfied that it is expedient to do so on the grounds that the scheme ought to be modified, and is reasonably capable of being so modified, in order to preserve the local environment, local amenity, a site of archaeological or historic interest, or in the interests of nature conservation.

8. Context Report

- 8.1. Paragraph 16 of Schedule 17 to the Bill requires the nominated undertaker to deposit with a relevant local planning authority a document setting out its proposed programme of requests for approval. It also requires that the requests themselves be accompanied by a document which explains how the matters to which the request relates fit into the overall scheme of the works. It is intended that these requirements will be met by the nominated undertaker producing a document which contains this information for each local planning authority, and these documents will be referred to as context reports. These documents should be submitted to the local planning authority prior to any request for approval being made to that authority.

9. Consultation

- 9.1. The nominated undertaker will be required under the Planning Memorandum to engage in forward discussions with local planning authorities about prospective requests for approval. This facilitates effective consultation and helps to ensure that requests for approval of the plans and specifications and construction arrangements are determined within the timetables referred to in Schedule 17.

10. Determining planning authority

- 10.1. In unitary authority areas the determining for all submissions under Schedule 17 is the unitary council. In area with two tiers of local government (ie district and county councils) the district planning authority is the determining authority for all approval except for any required approvals relating to the following are determined by the county planning authority:
- approvals in relation to development consisting of the disposal of waste or spoil and the excavation of bulk materials for borrow pits; and
 - approvals of the routing of large goods vehicles.

11. Non-material changes to approvals

- 11.1. Schedule 17 enables local planning authorities to make, at the request of the nominated undertaker, non-material changes to approvals that they have already made under the Schedule without the need for the nominated undertaker to submit a whole new approval request. These would be amendments of a minor kind, which would not affect the substance or impact of the approvals subject to the changes.

12. Appeals

- 12.1. Under part 3 of Schedule 17, the nominated undertaker has the right of appeal to the appropriate Ministers against any local planning authority decision to refuse a request for relevant approval or against the conditions which an authority has imposed in granting approval. For this purpose, references to the appropriate Ministers are to the Secretary of State for Communities and Local Government and the Secretary of State for Transport, acting jointly. The nominated undertaker can also appeal if no decision has been made within eight weeks of the receipt of the request by the authority or such extended period as may be agreed between the parties. Under the Bill non-determination is treated as refusal. Notice of the appeal must be given within 42 days of the decision or of the last day of the appropriate period. Part 3 of Schedule 17 provides for the handling and determination of such an appeal. The appropriate Ministers may allow or dismiss the appeal or vary the decision of the local planning authority, but may only make a determination involving the refusal of or imposition of conditions on an approval on grounds which were open to the authority itself under Schedule 17.

13. Compliance and enforcement

- 13.1. Overseeing compliance with approvals and planning conditions falls to the local planning authority as an integral part of its planning responsibilities. Approvals under the planning regime in the Bill will be enforceable under the Town and Country Planning Act 1990. It will be for the local planning authorities to decide whether and to what extent it is expedient to take action to enforce planning

control in relation to a breach of condition or approval which they consider has taken place within their area.

- 13.2. Compliance with the planning regime will be achieved through supervision by the nominated undertaker, monitoring by the local planning authority and observation by the public.

14. More information

- 14.1. More detail on the Bill and related documents can be found at: www.gov.uk/HS2

Cherwell District Council

Executive

4 July 2016

Banbury Town Centre Public Spaces Protection Order

Report of Public Protection Manager

This report is public

Purpose of report

To propose the making of a Public Space Protection Order (PSPO) in Banbury Town centre to prevent the detrimental effect of begging, drinking and sleeping rough on those who reside, work and visit the town centre.

1.0 Recommendations

The meeting is recommended:

- 1.1 To approve the outline proposal for a Public Space Protection Order as laid out in Appendix 1.
- 1.2 To approve the commencement of a five week consultation process.

2.0 Introduction

- 2.1 The issue of begging, drunkenness and rough sleeping in Banbury, has been the subject of increasing public complaint over the last two years. The areas around St Mary's Church have attracted late night drinkers and rough sleepers, resulting in complaints to parliamentary representatives, councillors and the local police. Drunken males are regularly seen in the area of the Yorkshire Bank, High Street in the day time.
- 2.2 The Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act') outlined below provides a proportionate remedy, subject to public and business consultation. This report stresses that a rigorous and impartial consultation is essential to these proposals. Following the completion of the consultation, a detailed report will be prepared for further consideration. Should the responses indicate a reluctance to impose these conditions, then the proposals need not be pursued in their present format if at all.
- 2.3 Currently the town centre has in force a Designated Public Place Order (DPPO). The DPPO was originally made to deal with persons who used public places for the purpose of excessive drinking of intoxicants, escalating into disorderly behaviour and occasional violence.

- 2.4 The Order has often been perceived to constitute a drink banning order, which in fact it was not. Drinking was permitted in a safe and responsible manner. The effect therefore is that the existing DPPO does not prevent drinking, until it reaches a point where it is unacceptable to the public in terms of disorder and public safety.
- 2.5 The misunderstanding and public perception of the wording has caused some ambiguity and has led to difficulties in enforcement. A new PSPO provides an opportunity to address this and ensure that there is clear understanding of the effect of the order.
- 2.6 Before a PSPO can be made there must be credible evidence to support it and to satisfy the criteria set down in legislation. Evidence from figures collated by Thames Valley Police are as follows:
- Incidents reported to police from July 2014 to February 2016 (19 months)
- Begging 56 reports
 - Drinking and anti-social behaviour (ASB) 57 reports
 - Rough sleeping 6 reports (beggars also rough sleep)
- 2.7 There is evidence to suggest that drug abuse by rough sleepers, in the area of St Mary's church, Peoples Park and the Peoples Church, has led to substantial numbers of needle finds in those locations, posing a significant risk to the health and well-being of council staff and the public. The figures above are based on incidents where the police have recorded an incident; they do not include incidents where police officers interact with individuals and take no action or make a record in their day to day activities.
- 2.8 In view of this information a draft of the proposed order is inserted Appendix 1. The area of prohibition is outlined in red on the map in Appendix 2.

3.0 Report Details

Introduction to Public Spaces Protection Order

- 3.1 The Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act') gained Royal Assent in April 2014. The Public Spaces Protection Order provision has been in Operation since 20 October 2014. The Act is designed to put victims at the heart of the response to anti-social behaviour, and give professionals the flexibility needed to deal with any given situation.
- 3.2 In deciding to make a PSPO, the Antisocial Behaviour and Policing Act 2014 requires that the local authority must have regard to the rights of freedom of expression and freedom of assembly set out in articles 10 and 11 of the Convention. "Convention" has the meaning given by section 21(1) of the Human Rights Act 1998.
- 3.3 There are many PSPOs in place across the country, some have been challenged, and as yet none have been referred to the High Court. There have been a number of challenges, concerning the detail presented to members to allow an informed decision, transparent consultation and in depth equality impact assessments.

The Relevant Sections of the Act

- 3.4 Public Spaces Protection Orders (PSPOs) are intended to provide the means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable.
- 3.5 PSPOs also create a framework that either replaces or updates existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders and permits local authorities to introduce new regulations. The power to make an Order rests with local authorities, in consultation with the police and other relevant bodies who may be affected.
- 3.6 A local authority can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
- 3.7 A PSPO can be in force for any period up to a maximum of three years.
- 3.8 Appeals against a draft PSPO can be made in the High Court within six weeks of issue by anyone who lives in, or regularly works in or visits the area. Further appeal can be made if a PSPO is varied by a local authority.
- 3.9 Section 59 of the Act sets out the basis on which local authorities may make a PSPO. It provides as follows –
- (1) A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.
 - (2) The first condition is that:
 - (a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
 - (b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.
 - (3) The second condition is that the effect, or likely effect, of the activities:
 - (a) is, or is likely to be, of a persistent or continuing nature,
 - (b) is, or is likely to be, such as to make the activities unreasonable, and
 - (c) justifies the restrictions imposed by the notice.
 - (4) A PSPO is an order that identifies the public place referred to in subsection (2) (“the restricted area”) and
 - (a) prohibits specified things being done in the restricted area,
 - (b) requires specified things to be done by persons carrying on specified activities in that area, or
 - (c) does both of those things.
 - (5) The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order:
 - (a) to prevent the detrimental effect referred to in subsection (2) from continuing, occurring or recurring, or

- (b) to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence
- (6) A prohibition or requirement may be framed:
- (a) so as to apply to all persons, or only to persons in specified categories, or to all persons except those in specified categories;
 - (b) so as to apply at all times, or only at specified times, or at all times except those specified;
 - (c) so as to apply in all circumstances, or only in specified circumstances, or in all circumstances except those specified.
- (7) A PSPO must:
- (a) identify the activities referred to in subsection (2);
 - (b) explain the effect of section 63 (where it applies) and section 67;
 - (c) specify the period for which the order has effect.
- 3.10 A PSPO must be published in accordance with regulations made by the Secretary of State.
- 3.11 The restrictions and requirements included in a PSPO may be comprehensive or targeted on specific behaviours by particular groups and/or at specified times.
- 3.12 Orders can be enforced by a police officer, a police community support officer, designated council officers and employees of other delegated organisations. The council's enforcement policy throughout describes the Council's approach to enforcement stating that all cases will be addressed fairly and proportionately. For further information see link below:
[http://www.cherwell.gov.uk/media/pdf/i/r/Enforcement_policy_\(final\).pdf](http://www.cherwell.gov.uk/media/pdf/i/r/Enforcement_policy_(final).pdf)
- 3.13 The policy is available on the council's website.
- 3.14 Subject to the above, a Breach of the PSPO can be dealt with through the issuing of a Fixed Penalty Notice of up to £100, a level 3 fine of up to £1000 on conviction, or £500 upon conviction for consuming alcohol in breach of the Order.
- 3.15 In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act.
- 3.16 The Council is also bound by the terms of the Human Rights Act 1998 and must not act in a way which is incompatible with a Convention right. Human rights are enforced through existing rights of review and may therefore be taken as points in any challenge to the validity of any Order made by the Authority.
- 3.17 If Convention rights are engaged (as they are with the making of a PSPO) any interference with them must be:
- (a) In accordance with the law (in other words the Executive must be satisfied that the statutory conditions in S59 set out above are satisfied)
 - (b) In pursuit of a legitimate aim (in this instance the control of activities which, if not controlled, would have a detrimental effect on the quality of life of those in the locality) and
 - (c) A proportionate means of achieving the legitimate aim.

3.18 The two issues which must therefore be addressed for every proposed restriction in the PSPO are whether the statutory criteria are met and whether the restrictions proposed are proportionate having regard to the legitimate aim of preserving the quality of life for everyone who lives or works in or who visits the Town centre.

3.19 The Executive must also have regard to the public sector equality duty at s149 of the Equality Act 2010, which is as follows:

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- (2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in (1) above.
- (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

3.20 The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

3.21 To mitigate challenge a detailed equalities impact assessment will be led by the Community Safety Manager, supported by the Corporate Policy Officer. The results will be published following the consultation.

4.0 Conclusion and Reasons for Recommendations

4.1 In conclusion the evidence required to satisfy section 59 of the Act as far as begging, drinking and rough sleeping are concerned, appears to be sufficient to approve a consultation process for a PSPO.

4.2 If the Executive is minded to approve the outline proposals, the next step is to approve the commencement of the consultation within the parameters of section 72 of the same Act (see Appendix 5). And in accordance with the principles laid out below.

5.0 Consultation

- 5.1 If the Executive is satisfied that the requirements of sect 59 are met, a robust consultation will commence at the earliest opportunity for a five week period. This will include a series of questions to establish views on the PSPO. The consultation would include all businesses inside the Restricted Area, a wider community consultation and those whom are perceived as perpetrators. Following the consultation a review of responses would be undertaken to ascertain the level of support for such an Order.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative option has been identified and rejected for the reasons as set out below.

Option 1: Without a PSPO the local authority will continue to work with the police, within current legislation. The current legislation dates to the 1824 Vagrancy Act, to enforce the police officer has to witness the act of begging and hear the words of request. This naturally is something the offenders are aware of and resist from doing when being observed.

The Council does not have any authority to prosecute begging, or enforce drink related disorderly behaviour. With regard to drinking this report has previously alluded to the fact that a drink banning order is limited to irresponsible drinking only, it is not a ban therefore the police will only react to problematic or disorderly drinkers. In choosing to continue within current legislation, this will be a missed opportunity to address what appears to be an escalating activity

7.0 Implications

Financial and Resource Implications

- 7.1 There will be some associated costs initially with consultation and, if adopted, appropriate signage will be required. The costs for signage would be minimal.
- 7.2 Following enforcement of the proposal, there may be associated costs with subsequent court file procedures and court attendance. However the options to ask people to a) stop what they are doing or b) remove themselves from the area are options that should reduce the number of punitive actions taken. With regard to challenges in the higher courts, as yet it appears there have been none. All of the above costs, if incurred, would be met out of existing budgets.

Comments checked by Brian Wallace, Principal Accountant,
Tel: 01295 221737 brian.wallace@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.3 Statutory Requirements for the Imposition of a Public Spaces Protection Order
Compliance with section 59 of the Act, as set out at 3.10 above is imperative. Prior to the statutory consultation stage, the Council must be satisfied on reasonable grounds that the activities which it seeks to prohibit by way of the Order are having, or are likely to have a detrimental effect on the quality of life of those in the locality,

and the effect, or likely effect of the activities is, or is likely to be, of a persistent or continuing nature; is, or is likely to be such as to make the activities unreasonable; and justifies the restrictions imposed by the Order. Sufficient evidence must therefore be adduced as to the nature, extent and impact of the activities for the council to be satisfied on reasonable grounds that the activities are sufficiently problematic and that a PSPO is necessary. The evidence must be adduced and the council satisfied on reasonable grounds that the Order is necessary before the statutory consultation is undertaken. Evidence obtained by way of the consultation may lend support to the imposition of the Order, but cannot be used retrospectively to satisfy the requirements of section 59.

The prohibitions included in the Order must be necessary to prevent or reduce the detrimental effect of the activities included in the Order from continuing, occurring or recurring, and the prohibitions must be reasonable for the purpose. Regard to, and compliance with, the Equality Act 2010 and the Human Rights Act 1998 is essential.

Prior to the imposition of the Order, the statutory consultation must be undertaken in the prescribed form.

Non-compliance with statutory requirements of the Act may result in a successful challenge to the High Court as to the lawfulness of the Order, and/ or subject the council to adverse criticism and reputational damage.

7.4 Consuming Alcohol

Section 63 of the Anti-Social Behaviour Crime and Policing Act 2014 specifically provides for a prohibition on the consumption of alcohol in breach of a PSPO and provides that constable or authorised officer *may*, (emphasis added) subject to reasonable believe as to a breach, require a person to cease consuming alcohol and surrender the alcohol. As such it is considered that the power to enforce the prohibition on alcohol consumption is discretionary and those consuming alcohol responsibly would not necessarily face sanction as a consequence of PSPO which is intended to deal with problem drinkers and their associated anti-social behaviour.

Additionally, section 62 provides that the section 63 prohibition does not apply to:

- A licensed premises and the space within its curtilage;
- A place where the sale or consumption of alcohol is permitted at the relevant time pursuant to section 115E of the Highways Act 1980 (i.e. tables and chairs outside the curtilage of a business premises for the use of customers of the business);
- Permitted temporary activities (i.e. Temporary Event Notices issued pursuant to the Licensing Act 2003 as regards the sale and consumption of alcohol at festivals, street parties etc.);
- Council-operated licensed premises.

As such there ought to be no issues as regards the Order restricting markets, festivals, temporary events and such like.

7.5 Begging

The offence of begging is provided for by way of section 3 or 4 of the Vagrancy Act 1824 and pursuant to section 70 (1) of the Criminal Justice Act 1982 is fineable only. So far as it has been possible to ascertain, 'aggressive begging' as yet to be legally defined, but is generally considered to be along the lines of begging in a manner which causes harassment or alarm, or approaching or pursuing

people. Given the absence of a legal definition of aggressive begging and depending on the extent to which begging is a problem in the town centre, it may be desirable in the first instance that the Order seeks to restrict begging in general. Depending on consultation responses, the Order may be subsequently amended to 'aggressive begging' as is understood to have been the case in a number of other local authorities which have imposed PSPOs. If 'aggressive begging' is preferred over 'begging' the Order may need to include some form of definition.

7.6 Sleeping Rough

This may prove controversial at consultation. Oxford City Council and a number of other local authorities have been criticised for seeking to 'criminalise' homelessness. The inclusion and enforcement of a prohibition on sleeping rough will likely necessitate caveats as to the offer and refusal of accommodation/ assistance etc. in an effort to ensure that the Order is directed at those who have accommodation but choose to sleep rough, or imply that they sleep rough as a means of begging, as opposed to the genuinely homeless.

7.7 Fixed Penalty Notices

Section 68 of the Act provides for the issuing of a Fixed Penalty Notice (FPN) in respect of breaches of section 63 and section 67. It would likely be desirable to utilize this provision and include the same in the Order as a form of sanction – if FPNs are not included, save for cautions, warnings and less formal enforcement, the formal enforcement will be limited to prosecution with the incumbent financial and resource implications. However, see 'enforcement' 7.10 below.

7.8 Authorised Officers

As is the intention of the Act and such legislation, it is likely that the enforcement of the Order will for the most part fall to the council rather than the police. The current Head of Community Services Scheme of Delegation refers to the Anti-Social Behaviour Act 2003 and "*any subsequent legislation falling within the service area...*" and as such would incorporate the Act. However, the sub-delegation appears directed towards Environmental Health and Anti-social Behaviour managers and as such it is unclear as to whether the Safer Communities team is included. Similarly, if the council is to utilize the power to issue FPNs for breaches of the Order, consideration will need to be given to which officers are authorised to issue the FPNs and their list of powers amended accordingly.

7.9 Enforcement

If the Order is imposed, consideration will also need to be given to enforcement and a stepped approach to sanction as per the council's Enforcement Policy and the Regulators Code. Enforcement officers will need to be mindful of the circumstances of those to whom the Order is most likely to apply i.e. the homeless (be they genuine or otherwise); and others likely to have substance and/ or alcohol misuse problems and mental health issues. Given the precarious financial position of many, the effectiveness of issuing FPNs is likely to be of limited effect; similarly, endeavouring to institute a prosecution against such individuals, particularly if they are of no fixed abode for the purpose of serving a summons. Likely to be equally problematic will be securing the attendance of such individuals at court. Consideration will also need to be given to the perception of the courts and the public as regards enforcement action – whilst it may well be that some of those purporting to be homeless and without means are in fact not, and that the behaviour of some is problematic, the repeated and (ineffective) sanctioning/ prosecution of vulnerable individuals 'who the council should be helping' has the potential for criticism and reputational damage.

Comments checked by Matt Marsh, Solicitor, 01295 221691
matt.marsh@cherwellandsouthnorthants.gov.uk

Risk

7.10 Risk to Organisational reputation

There is a risk that challenge from organisations that support human rights such as 'Liberty' may challenge the proposal within this document. In mitigation to such challenge the proposal is based on factual evidence from Thames Valley Police, Council reports of ASB, physical evidence from community wardens and social media monitoring. In carrying out a fair and equitable consultation the Executive will be able to make an informed decision on the further progress of this proposal.

The risks associated with this report will be managed as part of the services operational risk register and escalated as and when necessary to the corporate risk register.

7.11 Risk to increased legal activity in enforcing the Order

There is a potential for the order to create additional workload for Cherwell's legal team as enforcement would inevitably lead to some Court attendance. However, if the enforcing officers adhere to the Councils enforcement policy and resort to requiring offenders to desist or move out of the prohibited area, this could be minimal as opposed to prosecution. There will be those offenders who wish to test the agencies resolve, which may well lead to court appearances. However it would be hoped that after an initial period such behaviour if successfully prosecuted would lessen.

The risks associated with this report will be managed as part of the services operational risk register and escalated as and when necessary to the corporate risk register.

Comments checked by Louise Tustian, Senior Performance & Improvement Officer, 01295 221786 Louise.Tustian2@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

Banbury Cross and Neithrop

Links to Corporate Plan and Policy Framework

Cherwell: Safe, Clean and Green: Work with partners to ensure the District remains a low crime area reducing the fear of crime tackling anti- social behaviour and focusing on the safeguarding of our residents and businesses.

Lead Councillor

Councillor Tony Ilott, Lead Member for Public Protection

Document Information

Appendix No	Title
Appendix 1	Order
Appendix 2	Map
Appendix 3	Police Evidence
Appendix 4	Business Responses
Background Papers	
None	
Report Author	Mike Grant, Safer Communities Manager
Contact Information	01295 227989 mike.grant@cherwellandsouthnorthants.gov.uk

**CHERWELL DISTRICT COUNCIL
ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014
SECTION 59
PUBLIC SPACES PROTECTION ORDER**

Cherwell District Council being satisfied on reasonable grounds that the below detailed activities are carried on in a public space, namely, Banbury Town Centre, shown coloured red on the attached map ("the Restricted Area"), and that those activities:-

- Have had a detrimental effect on the quality of life of those in the locality
- Are of a persistent or continuing nature such as to make the activities unreasonable
- Justify the restrictions imposed by this Order

HEREBY MAKES the following Order:

1. CONSUMING ALCOHOL

- No person shall consume alcohol or have in their possession an open container of alcohol in the open air within the Restricted Area.

Where a constable or authorised person reasonably believes that you are or have been consuming alcohol, or intend to consume alcohol in breach of this Order a constable or authorised person may require you:-

- Not to consume alcohol or anything which the constable or authorised person reasonably believes to be alcohol;
- To surrender anything in your possession which is, or which the constable or authorised person reasonably believes to be, alcohol or a container for alcohol

The constable or authorised officer may dispose of anything surrendered in whatever way he or she thinks appropriate.

2. BEGGING

No person shall beg in the Restricted Area.

3. SLEEPING ROUGH

No person shall sleep rough in the Restricted Area. For the purpose of this Order sleeping rough is defined as sleeping in the open air or in/ under a temporary structure.

PENALTIES

Any person who without reasonable excuse consumes alcohol in breach of this Order or fails to surrender alcohol to a constable or authorised person in breach of this Order commits an offence and shall be liable on summary conviction to a fine not exceeding £500.

Subject to the above, any person who without reasonable excuse carries on an activity which is prohibited by this Order or fails to comply with a requirement of this Order commits an offence and shall be liable on summary conviction to a fine not exceeding £1000.

THE PERIOD FOR WHICH THIS ORDER HAS EFFECT

The Order will take effect from 1st October 2016 until 30th September 2019

Dated.....

The Common Seal of
Cherwell District Council
was affixed in the presence of

.....

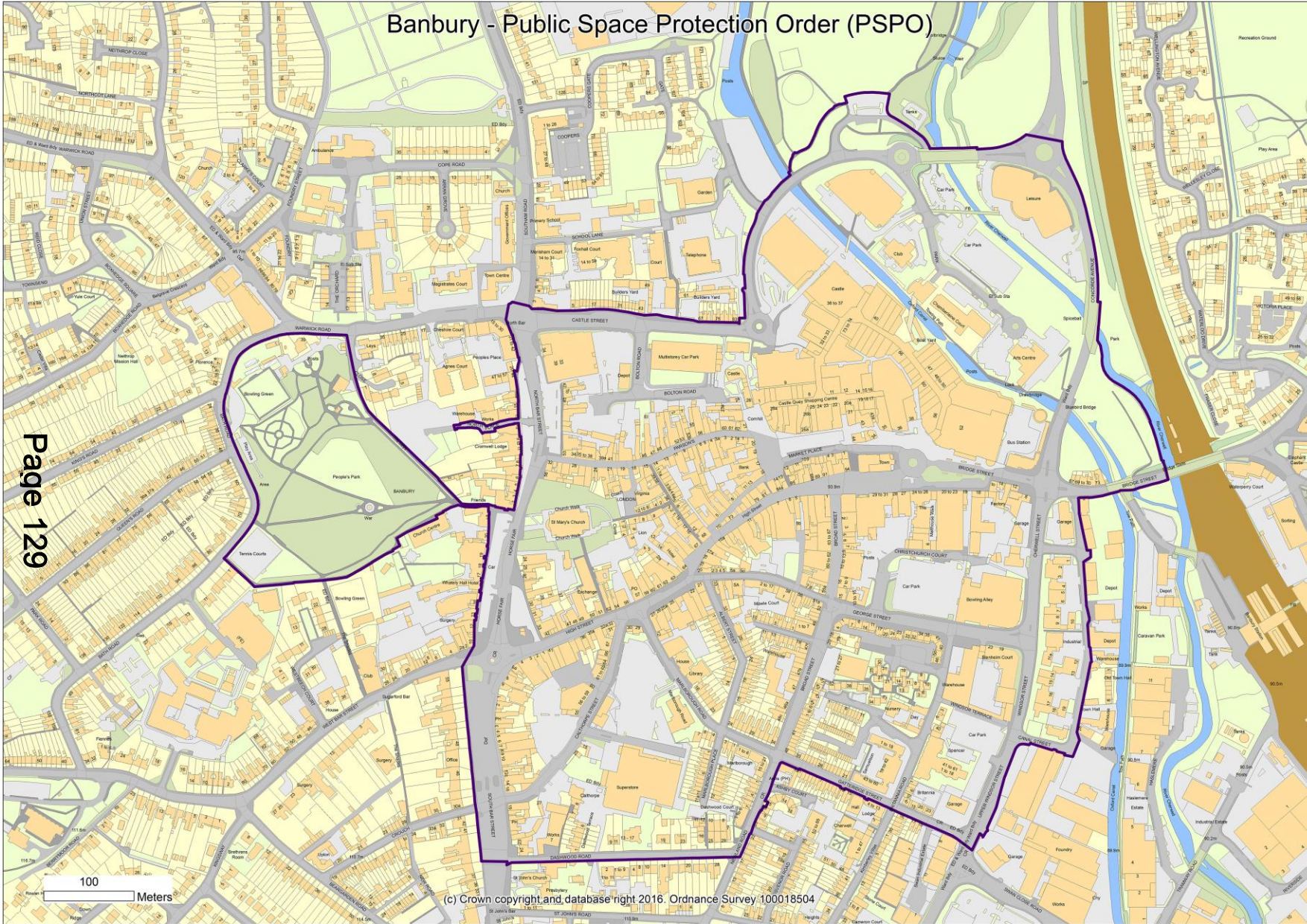
Head of Legal Services

Was affixed in the presence of

.....

Head of Legal Services

Banbury - Public Space Protection Order (PSPO)



Page 129

No	URN	Date	Call/Statement From	Relates To	Location
BRIDGE STREET					
1		12/03/2015	Email to PS 4429 Percival from PC 1692 Froggatt on behalf of Banbury Museum Staff	Rough Sleeper and Drug Use	Bridge Street
2	745	12/12/2015	PCSO on duty C8034 Whiting	Drinking ASB	Bridge Street
3	556	15/01/2016	Member of the Public	Begging	Bridge Street
4			Letter from - Local Resident	Begging	Bridge Street
HIGH STREET					
5		23/02/2015	Statement from Manager Post Office, High Street	Begging	High Street
6		26/02/2015	Email to PS 4429 Percival on behalf of Manager of Savers, Banbury	Begging	High Street
7		16/03/2015	Statement from Store Manager Tesco, High Street	Begging	High Street
8		16/03/2015	Statement from- Store Manager, Henrys Menswear, High Street	Begging	High Street
9		16/03/2015	Statement from - Retail Manager, SH Jones, High Street	Begging	High Street
10		16/03/2015	Statement from - Lloyds Bank, High Street	Begging	High Street
11		16/03/2015	Statement from - owner Chandler's Cafe, Church Lane, Banbury	Begging	High Street
12		17/03/2015	Statement from PC 7290 Leach	Begging	High Street
13		29/03/2015	Statement from PC 6155 Robinson	Begging	High Street
14	1274	01/04/2015	South Central Ambulance Service	ASB	High Street
15		13/04/2015	Statement from PC 127 Shatford	Begging	High Street
16		13/04/2015	Statement from Customer Liaison Officer Castle Quay Security	Drinking ASB	High Street
17		13/04/2015	Statement from Customer Liaison Officer Castle Quay Security	Drinking ASB	High Street
18		21/06/2015	Statement from SC 9047 Walsh	Begging	High Street
19		24/06/2015	Statement from PC 1692 Froggatt	Begging	High Street

20		24/06/2015	Statement from PC 1692 Froggatt	Begging	High Street
21		26/06/2015	Statement from PC 3298 Shatford	Homeless	High Street
22		27/06/2015	Statement from PC 127 Shatford	Begging	High Street
23		27/06/2015	Statement from PC 908 Smith	Begging	High Street
24		02/07/2015	Statement from PC 3298 Shatford	Begging	High Street
25		05/07/2015	Statement from PC 908 Smith	Begging	High Street
26		07/07/2015	Statement from PC 127 Shatford	Homeless	High Street
27		13/07/2015	Statement from Lloyds Bank, High Street	Rough Sleeper and Begging	High Street
28		13/07/2015	Statement from PC 1692 Froggatt	Begging	High Street
29		13/07/2015	Statement from PC 908 Smith	Homeless	High Street
30	654	14/07/2015	Henrys For Men	Begging	High Street
31		22/07/2015	Statement from PC 908 Smith	Begging	High Street
32	780	31/07/2015	Henrys For Men	Begging	High Street
33		11/08/2015	Banbury Crime Partnership Intel Report	Begging	High Street
34	543	17/08/2015	Member of the Public	ASB	High Street
35	1288	17/08/2015	Member of the Public	Drinking ASB	High Street
36	798	28/08/2015	Anon Caller	Begging	High Street
37	330	03/09/2015	Braids Barbers	Begging	High Street
38		04/09/2015	Statement from PC 5473 Harris	Begging	High Street
39	1445	07/09/2015	Member of the Public	Drinking ASB	High Street
40	1124	08/09/2015	Security Tesco Express, High Street	Drinking ASB	High Street
41	687	11/09/2015	Member of the Public	ASB	High Street
42	758	12/09/2015	Tesco Express	Begging	High Street
43	852	17/09/2015	Anon Caller	Drinking ASB	High Street
44	1246	17/09/2015	Braids Barbers	Drinking ASB	High Street
45	1346	24/09/2015	Member of the Public	Drinking ASB	High Street
46	907	05/10/2015	Tesco Express	Begging	High Street
47	793	06/10/2015	Tesco Express	Begging	High Street
48	629	08/10/2015	Banbury Police CCTV	ASB	High Street
49	1088	11/10/2015	Member of the Public	Drinking ASB	High Street
50	535	12/10/2015	Member of the Public	Drinking ASB	High Street
51	521	12/10/2015	Member of the Public	Drinking ASB	High Street
52	880	12/10/2015	Member of the Public	Begging	High Street
53	711	14/10/2015	Achille Hair Salon	Begging	High Street
54	730	14/10/2015	Member of the Public	Drinking ASB	High Street
55		21/10/2015	Letter from Victoria Prentiss on behalf of Achille Hair Salon	Complaint re: Begging	High Street
56	1118	30/10/2015	Member of the Public	Drinking ASB	High Street
57	750	08/11/2015	The Mens Room	Drinking ASB	High Street
58	811	09/11/2015	Leeds Building Society	Drinking ASB	High Street

59	970	10/11/2015	Tesco Express	Begging	High Street
60	918	10/11/2015	Tesco Express	Begging	High Street
61	881	13/11/2015	Tesco Express	Begging	High Street
62	827	17/11/2015	Henrys For Men	Begging	High Street
63	1126	18/11/2015	Tesco Express	Begging	High Street
64	706	22/11/2015	Member of the Public	ASB	High Street
65	1243	23/11/2015	Police Banbury CCTV	Begging	High Street
66	602	25/11/2015	Tesco Express	Begging	High Street
67	695	04/12/2015	Sweet Celebrations	Drinking ASB	High Street
68	597	05/12/2015	C7708 Sandford - PCSO Off Duty	Begging	High Street
69	829	12/12/2015	Member of the Public	ASB	High Street
70		15/12/2015	Statement from PS 4429 Percival	Begging	High Street
71	1280	17/12/2015	Anon Caller	Drinking ASB	High Street
72	1441	18/12/2015	NHW Co-ordinator	ASB	High Street
73	881	31/12/2015	Anon Caller	Begging	High Street
74	807	04/01/2016	Member of the Public	Begging	High Street
75		05/01/2016	Section 35	Begging	High Street
76		05/01/2016	Section 35	Begging	High Street
77	546	06/01/2016	Tesco Express	Begging	High Street
78	610	11/01/2016	CDC	Begging	High Street
79		11/01/2016	Statement from PC 5473 Harris	Begging	High Street
80	613	22/01/2016	Member of the Public	Drinking ASB	High Street
81		27/01/2016	Letter from - Local Resident	Begging	High Street
82	1435	29/01/2016	Member of the Public	Drinking ASB and begging	High Street
83	757	01/02/2016	Member of the Public	Begging	High Street
84	586	03/02/2016	Member of the Public	Begging	High Street
85	590	03/02/2016	Member of the Public	ASB	High Street
86	524	03/02/2016	Lloyds Bank	Begging	High Street
87			Letter From - Local Resident	Begging	High Street
88			Letter from - Local Resident	Begging	High Street
MALTHOUSE WALK					
89		24/06/2015	Statement from PC 6915 Loggin	Homeless	Malthouse Walk, Banbury
90	855	15/09/2015	Member of the Public	Drinking ASB	Malthouse Walk, Banbury
91	527	28/09/2015	Member of the Public	Drinking ASB	Malthouse Walk, Banbury

92	298	24/12/2015	Member of the Public	Drinking ASB	Malthouse Walk, Banbury
93			Letter From- Local Resident	Begging	Malthouse Walk, Banbury
ST MARYS CHURCH					
94	980	06/07/2014	Member of the public	Drinking ASB	St Marys Church
95	86	12/07/2014	Anon Caller	Drinking ASB	St Marys Church
96	847	13/07/2014	Member of the public	Drinking ASB	St Marys Church
97	896	13/07/2014	Northants Police	Drinking ASB	St Marys Church
98	1493	31/07/2014	Member of the Public	Drinking ASB	St Marys Church
99	940	22/11/2014	Member of the public	Drinking ASB	St Marys Church
100	596	27/11/2014	Member of the public	Drinking ASB	St Marys Church
101	174	20/12/2014	PC 284 Devonish	Drinking ASB	St Marys Church
102	1040	03/03/2015	Anon Caller	Begging	St Marys Church
103	1031	13/04/2015	Banbury Police Station Front Desk	Drinking ASB	St Marys Church
104	1205	14/04/2015	Member of the public	Drinking ASB	St Marys Church
105	822	18/04/2015	Member of the Public	Drinking ASB	St Marys Church
106	849	18/04/2015	Member of the Public	Drinking ASB	St Marys Church
107	113	09/05/2015	PC 7290 Leach	Drugs ASB	St Marys Church
108	1046	13/05/2015	Member of the Public	Drinking ASB	St Marys Church
109	640	25/05/2015	Sean Woodcock - Councillor	Drinking ASB	St Marys Church
110	551	30/05/2015	Sean Woodcock - Councillor	Drinking ASB	St Marys Church
111	611	31/05/2015	Member of the Public	Drinking ASB	St Marys Church
112	650	06/06/2015	Sean Woodcock - Councillor	Drinking ASB	St Marys Church
113	1228	12/06/2015	Member of the Public	Drinking ASB	St Marys Church
114	1695	19/06/2015	Member of the Public	Drinking ASB	St Marys Church

115	1456	20/06/2015	Member of the Public	Drinking ASB	St Marys Church
116	1412	25/06/2015	Member of the Public	Drinking ASB	St Marys Church
117	1419	26/06/2015	Member of the Public	Drinking ASB	St Marys Church
118	1337	27/06/2015	Member of the Public	Drinking ASB	St Marys Church
119	1984	01/07/2015	Member of the Public	Drinking ASB	St Marys Church
120	1489	09/07/2015	Member of the Public	Drinking ASB	St Marys Church
121	1377	14/07/2015	Sean Woodcock - Councillor	Drinking ASB	St Marys Church
122	1112	23/07/2015	Member of the Public	Drinking ASB	St Marys Church
123	1417	19/09/2015	YMCA Training	Drinking ASB	St Marys Church
124	1622	27/11/2015	Member of Public	Drinking ASB	St Marys Church
125		07/12/2015	Letter from Victoria Prentiss on behalf of - Local Resident	Drinking ASB	St Marys Church
126	1370	18/12/2015	Member of the public	Drinking ASB	St Marys Church
127	1110	18/12/2015	Member of the Public	Drinking ASB	St Marys Church
128			Letter from - Local Resident	Issues in St Marys Churchyard	St Marys Church

Business Responses

Issue	Good Practice	Business Suggestions
Thieving – issue last week for a business in Parsons Street (not in my group) and think they are still waiting for a response from the police	Street Parsons Scheme also seen as a positive. Should be supported	
Enforcement of traffic rules in pedestrian area, CDC need to talk to TVP		
Enforcement of street-drinking and ASB is inconsistent. Businesses feel this can and does have a direct impact on business as it deters shoppers and impacts on the shopping experience		
Feeling that the police have taken decisions about not taking some enforcement issues seriously enough (or resources have dictated not a priority) and there doesn't seem to be anybody else able to take up the slack		
Always seems to be the same individuals carrying out the ASB/drinking and businesses feel like more could be done to ensure these persons aren't allowed to persist in carrying on in this way		
It would be good if location of CCTV cameras close to businesses could be shared as this would provide some security and also means that they might report things more if there is a possibility that persons might be identified. Also business awareness of 'Shop Watch' could be improved, profile doesn't seem to be the same as Pubwatch		
People defecating and urinating in the street can be a problem- particularly at night.		
Better policing in the daytime (they felt there was little or no daytime Policing).		
Removal of the Street beggars, and people drinking on benches in the Town Centre.		
ASB, problem drinkers and the homeless mean consumers stay away or don't want to go down certain streets		

This page is intentionally left blank

Cherwell District Council

Executive

4 July 2016

Annual Equalities Report for 2015/2016

Report of Director – Strategy and Commissioning

This report is public

Purpose of report

To review the performance of the Equalities Annual Work Programme and to agree the planned work programme following the Achieving Standard under the Equality Framework for Local Government.

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider the evidence and information contained within this report.
- 1.2 To agree the equalities action plan for 2016/17 noting the areas of good practice upon which it builds and the areas for development that it addresses.
- 1.3 To agree the 3 year rolling plan of Equality Impact Assessments.

2.0 Introduction

- 2.1 This report presents Cherwell District Council's equalities annual performance, refreshed Action Plan and three year rolling Equality Impact Assessment Plan. The Equality Scorecard performance report sets out the organisation's strengths and areas for development which forms part of the Council's approach to equalities which seeks to ensure excellent customer service, fair access to local services and support to vulnerable people is part of all we do.
- 2.2 Executive first reviewed an equalities assessment during 2010/2011 and took the decision not to go for an external peer assessment. However, the Council remains committed to equalities and reports its performance on a quarterly basis against its equalities plan, via equality impact assessments and annual reporting to Executive.

3.0 Report Details

- 3.1 The Equality Performance Scorecards are prepared by the Corporate Policy Officer.

- 3.2 Executive is asked to ensure that the general approach taken to equalities is relevant and meets the Council’s wider objectives.
- 3.2 A summary of equalities strengths and areas for development is included in the table below:

Equalities and Customer Access	
Performance Strengths	Areas for Development
<p>Brighter Futures -</p> <p>During 2015/16 Brighter Futures created new priorities established around child poverty, health inequalities, employability and supporting the most vulnerable and to implement a new workshop approach.</p> <p>During this year 2 workshops have taken place, Health Improvement and Inequalities and employability, focusing on educational attainment, skills development, job readiness and local market relevance.</p> <p>Both workshops were well attended and productive in relation to a new multi-agency activity.</p>	<p>Consultation & Community Engagement Strategy -</p> <p>With the Corporate Equality Action Plan for 2015/2016 was an objective for a refreshed Consultation and Community Engagement Strategy to be produced and agreed by Members.</p> <p>The Strategy has been reviewed and produced during this time period but has not been signed off or adopted by members.</p> <p>The strategy is on the Councils Forward Plan for review at the July 2016 Executive.</p>
<p>Safeguarding – Knowing your Community – Corporate Intelligence</p> <p>Cherwell staff and Members have received a variety of briefings this year linked to topics that can affect the vulnerable with the purpose of raising our awareness and the duties attached the Local Authority; Child Sexual Exploitation, Female Genital Mutilation and the Prevent agenda.</p> <p>In line with Safeguarding recommendations, the Council has implemented ‘See it, Report it Corporate Intelligence which has been live since August 2015. This corporate procedure allows all staff to safely report intelligence/concerns they may witness in the local community whilst completing their daily role for the authority. This information is then shared with our relevant partners. Since implementation</p>	<p>Fair & Aware Training-</p> <p>Historically Fair and Aware Training was seen as strength for Cherwell District Council, but the internal modular training approach is no longer delivered.</p> <p>New employees continue to have access to the e-learning website equality module (which is more of an introduction). This module must be completed during their probationary period.</p> <p>Two years ago when the decision was made to cease the modular training all staff underwent ½ day equality training. This has not happened during 2015/2016.</p> <p>The Corporate Policy Officer will engage with the Learning & Development Business Partner to evaluate and ensure</p>

<p>the Council has provided 40 instances of intelligence to our partners. This is more than expected, demonstrating that staff are confident in reporting via the SIRI process.</p> <p>All staff will have safeguarding training needs assessed in 2016/17 and receive appropriate training.</p>	<p>all new staff since 2015 have undergone equality training.</p>
--	---

3.3 The Council aims to ensure its approach to equalities is meaningful and locally relevant. Its work draws on the findings of the Equality Scorecards and is pulled together into a single action plan. The refreshed action plan for 2016/17 is attached as appendix 1. It is grounded in a clear understanding of the district and the corporate equality plan is based on five objectives, each supported by a number of local priorities.

1. Fair Access and Customer Satisfaction

- To ensure Cherwell District Council and our Partners treat the public fairly regardless of their background or way of life
- To improve our services to the older generation within the Cherwell district
- To ensure all our services both internal and external are accessible to all Equality Groups at a high standard

2. Tackling Inequality and Deprivation

- To break the cycle of deprivation within the district (Brighter Futures in Banbury Programme)

3. Building Strong and Cohesive Communities

- Promote integration between communities and groups through the use of sport, leisure, cultural activities and opportunities for community involvement

4. Positive Engagement and Understanding

- To continue to increase engagement and work with young people within the district
- Increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services
- Raise internal awareness of diversity within our community

5. Demonstrating Our Commitment to Equality

- Review and publicise all documentation in line with the government framework
- Review achieving standard to research and develop the improvement programme
- Ensure staff and services promote and embed equality into their work
- All EIAs and Equality documents to be reviewed by the Corporate Equality and Diversity Steering Group

3.4 In addition to the annual report and the equalities action plan the Council also has a rolling plan of equality impact assessments. These assessments are undertaken when policies or services are subject to change that may have an impact on one or more groups of service users. The Council is keen to ensure it understands the impact of any changes and that no specific groups are disadvantaged. To support the process of impact assessment the Council consults with stakeholders including the voluntary sector.

3.5 No critical impacts were raised as a result of EIAs in 2015/16.

4.0 Conclusion and Reasons for Recommendations

4.1 Cherwell District Council has made significant progress delivering against the equalities agenda in recent years and has continued to maintain this during 2015/2016 whilst continuing to adopt a proportionate approach to equality performance with meaningful and relevant Corporate Action Plans to support this work.

4.2 The updated action plan demonstrates how the Council will continue to deliver its equalities objectives over the coming year. Progress will be reported via the performance management framework on a quarterly basis.

4.3 The three year impact assessment rolling plan also provides assurance that the Council is mindful of policy change and seeks to understand and address the impacts of service and policy change where appropriate.

5.0 Consultation

5.1 No specific consultation on this report is required.

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To note the report

Option 2: To request additional information on items within this report

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications

Comments checked by:

Paul Sutton, Head of Finance and Procurement - 01295 221551

paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 The Council is legally obliged to comply with the public sector equality duty under the Equality Act 2010 legislation.

Comments checked by:

Kevin Lane, Head of Law and Governance – 0300 0030107

kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Implications

- 7.3 'Failure to comply with equalities legislation' is classified as a corporate risk and is therefore reported regularly as part of the Council's risk management framework. Controls in place and recent activity are assessed as part of this process.

Comments checked by:

Ed Bailey Corporate Performance Manager - 01295 221605
edward.bailey@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

Corporate Plan and Equality Framework for local Government

Lead Councillor

Councillor Barry Wood
Leader of the Council

Document Information

Appendix No	Title
Appendix 1	Corporate Equality Action Plan 2015 - 2018
Appendix 2	Equality Impact Assessment 3 Year Rolling Plan
Appendix 3	Equality Scorecard Reports
Background Papers	
None	
Report Author	Caroline French, Corporate Policy Officer
Contact Information	01295 221586 Caroline.french@cherwellandsouthnorthants.gov.uk

This page is intentionally left blank



Cherwell District Council Corporate Equality Action Plan 2016 -2019

Page 143

The Corporate Equality Action Plan sets out the Council's programme of work for three years, using the following themes:

- **Fair Access and Customer Service**
- **Tackling Inequality and Deprivation**
- **Building Strong Communities**
- **Positive Engagement and Commitment**
- **Demonstrating Our Commitment**

Performance against the Corporate Equality Action Plan will be monitored and reported on a quarterly basis via Performance Matters. This document will be refreshed on an annual basis. An Equality Report, Self-Assessment and an Improvements paper will be produced on an annual basis.

Fair Access and Customer Satisfaction

3 Year Corporate Objective	2015/2016 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
To provide accessible and meaningful consultation events throughout the Cherwell community	<ul style="list-style-type: none"> Quarterly Equality & Access Panels 2 Faith Forums 2 Disability Forums Quarterly Connecting the Community Consultation Wall Events 	<ul style="list-style-type: none"> 2 Connecting Communities events developed in line with needs of that community but one with a direct link to Interfaith week. Joint working with agencies to share engagement events including the use of the 'Consultation Wall' 	To continue to provide accessible and meaningful consultation events throughout the Cherwell community	Tracie Darke
To ensure that the Councils services are accessible to everyone and delivered at an excellent standard.	<ul style="list-style-type: none"> To continue to monitor the amount and nature of complaints received via the Corporate Complaints Procedure To create a joint Community Consultation and Engagement Strategy To conduct, review and action outcomes from the leisure centres Mystery Visitor feedback. To engage with the Rural Member Champion to ensure 'Rural Impact' is taken into consideration during policy reviews. Undertake a range of Housing Customer Service Satisfaction measures 	<ul style="list-style-type: none"> To continue to monitor the amount and nature of complaints received via the Corporate Complaints Procedure Provide a joint Community Consultation and Engagement Strategy with annual action plan To conduct, review and action outcomes from the leisure centres Mystery Visitor feedback. Undertake user surveys relating to the directly managed Joint Use Leisure Facilities To continue to engage with the Rural Member Champions to ensure 'Rural Impact' is taken into consideration during policy reviews. Undertake a range of Housing Customer Service Satisfaction measures 	To continue to ensure that the Councils services are accessible to everyone and delivered at an excellent standard.	Caroline French Tracie Darke Sharon Bolton Sharon Bolton Kevin Larner Marianne North

Tackling Inequality and Deprivation

3 Year Corporate Objective	2015/2016 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
Continue to deliver the 'Breaking the Cycle of Deprivation' projects	<ul style="list-style-type: none"> Continue the delivery of the Brighter Futures Programme: To Improve Employment Support and Skills Early Years, Community Learning and Young People's Attainment Financial Inclusion and Housing Health and Wellbeing Safe and Strong Communities Family Support and NEETS Performance Community Engagement Promote and support volunteering opportunities across the district. 	<ul style="list-style-type: none"> To continue to deliver the 'Breaking the Cycle of Deprivation' projects: <p>Theme 1: Early year, Community Learning and Young People's Attainment</p> <p>Theme 2: Employment Support and Skills</p> <p>Theme 3: Family Support and Young People not in Employment, Education or Training</p> <p>Theme 4: Financial Inclusion and Housing</p> <p>Theme 5: Health & Well-being</p> <p>Theme 6: Safer and Stronger Communities</p> <ul style="list-style-type: none"> Promote and support volunteering opportunities across the district. 	To continue to deliver the 'Breaking the Cycle of Deprivation' projects	<p>Ian Davies</p> <p>Kevin Larner</p>

Building Strong Communities

3 Year Corporate Objective	2015/16 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
<p>Improve opportunities for different groups within communities to work together and build strong community relations</p> <p>Joint working with Thames Valley Police to highlight and reduce any community tension and build trust in local services.</p> <p>Continue to increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services</p>	<ul style="list-style-type: none"> To Complete quarterly themed 'Connecting Community' events To continue to attend TVP Advisory Panel to improve consultation and community relations In partnership deliver 80% of actions from the CSCP Plan Enable communities to access wellbeing through high quality arts opportunities in both rural and urban areas. Raise the profile of safeguarding within the authority so employees are aware of policies and procedures in relation to the safety of children young people and vulnerable adults New Communities: Produce an evidence-based study to determine appropriate community facilities and pump-priming community assistance for new housing developments. Enabling residents to build strong, cohesive new communities. 	<ul style="list-style-type: none"> 2 Connecting Communities events developed in line with needs of that community but one with a direct link to Inter-faith week. Joint working with agencies to share engagement events including the use of the 'Consultation Wall' Attend TVP Independent Advisory Groups (Banbury & Bicester) Publish and assist planning the locations and information of the Village Network community Bus. Raise the profile of safeguarding within the authority so employees are aware of policies and procedures in relation to the safety of children young people and vulnerable adults Enable communities to access wellbeing through high quality arts opportunities in both rural and urban areas To deliver the priorities of the CSP Action Plan 	<p>To continue to build strong communities within the district by improving opportunities to work together and increasing our knowledge.</p>	<p>Tracie Darke</p> <p>Tracie Darke</p> <p>Tracie Darke</p> <p>Tracie Darke</p> <p>Nicola Riley</p> <p>Nicola Riley</p> <p>Mike Grant</p>

3 Year Corporate Objective	2015/16 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
		<ul style="list-style-type: none"> <li data-bbox="1169 401 1614 779">• New Communities: Using the Cherwell Community Spaces & Development Study (CCSDS), secure appropriate indoor community indoor space facilities for new housing developments. Develop and deliver programmes of pump priming community development activity, to enable residents to build strong, cohesive new communities. 		Kevin Larner

Positive Engagement and Understanding

3 Year Corporate Objective	2015/16 Corporate Targets	2016/2017 Corporate Targets	2017/18 Corporate Targets	People/Resources
<p>To work with local schools, colleges and sixth forms to engage with the districts younger generation.</p>	<ul style="list-style-type: none"> To use the Cherwell Youth Website effectively to engage with young people in the district Continue OCC lead Oxfordshire Youth Parliament Local Democracy Week Implement OCC's Children and Young People's Action Plan To allocate a Member to each of our Secondary schools to improve links to Young People, giving them a stronger voice and promoting local democracy 	<ul style="list-style-type: none"> To use the Cherwell Youth Website effectively to engage with young people in the district Local Democracy Week Implement OCC's Children and Young People's Action Plan Chair quarterly Children Young People & wellbeing partnership meetings to strengthen work with voluntary youth partners and organisations to deliver positive opportunities in the district 	<p>To continue to improve our local knowledge by positive engagement and increased knowledge and understanding.</p>	<p>Jon Wild</p> <p>Jon Wild</p> <p>Jon Wild</p> <p>Jon Wild</p>
<p>Explore and establish links with minority representation and community groups to help us improve our services.</p>	<ul style="list-style-type: none"> To work with the Community Engagement and Consultation Officer to establish a 'Hard to Reach' consultative forum Increase provision of disabled sport by continuing to implement the Disability Sport Development Plan. This will enhance communication and visibility of existing opportunities in Cherwell along with establishing new opportunities for adults and young people Customer Service Specialist Officers to continue to take our services out to community groups and events To continue to provide a third party reporting system to support the increase of hate crime reporting within Cherwell District. 	<ul style="list-style-type: none"> To work with the Community Engagement and Consultation Officer to establish a 'Hard to Reach' consultative forum To continue the provision of disabled sport through the Disability Sport Development Plan. This will enhance communication and visibility of existing opportunities in Cherwell along with establishing new opportunities for adults and young people Customer Service Specialist Officers to continue to take our services out to community groups and events To continue to promote and provide a third party reporting system to support the increase of hate crime reporting within Cherwell District. 		<p>Caroline French</p> <p>Phil Rolls</p> <p>Natasha Barnes</p> <p>Caroline French</p>

3 Year Corporate Objective	2015/16 Corporate Targets	2016/2017 Corporate Targets	2017/18 Corporate Targets	People/Resources
Raise Cherwell District Council Employees and Partners awareness of diversity within our community	To hold two Knowing Our Community events a year	<ul style="list-style-type: none"> To hold two Knowing Our Community events a year 	To hold two Knowing Our Community events a year	Tracie Darke

Demonstrating Our Commitment to Equality

Page 149

3 Year Corporate Objective	2015/2016 Corporate Targets	2016/2017 Corporate Targets	2017/2018 Corporate Targets	People/Resources
To ensure Cherwell District Council meets all government requirements	<ul style="list-style-type: none"> To publish Cherwell District Council's workforce profile Monitor, report and publish results from the Equality Scorecard Review EIA Rolling Plan and Equality Action Plan To continue to publish externally all completed EIA's To implement Cherwell District Council Member Training To Monitor lettings outcomes under the Allocations Scheme and ensure this information is made regularly and publicly available 	<ul style="list-style-type: none"> To publish Cherwell District Council's workforce profile Monitor, report and publish results from the Equality Scorecard Review EIA Rolling Plan and Equality Action Plan To continue to publish externally all completed EIA's Council Member training on the Equalities Act 2010 to be delivered in line with the 4 year Joint Member Training programme To continue to monitoring lettings outcomes under the allocations scheme and ensure information is made regularly and publicly available. 	To continue to ensure Cherwell District Council meets all government requirements	Paula Goodwin Caroline French Caroline French Caroline French James Doble Marianne North
To continue to review Cherwell District Council's performance against the 'Achieving' criteria to maintain and improve standards	<ul style="list-style-type: none"> Annual Equality Self-Assessment and development of improvement programme To activate E-Equality Steering Group to support performance and legislation requirements 	<ul style="list-style-type: none"> Annual Equality Self-Assessment and development of improvement programme To activate E-Equality Steering Group to support performance and legislation requirements 	To continue to review Cherwell District Council's performance against the 'Achieving' criteria to maintain and improve standards	Caroline French Caroline French

Cherwell and South Northamptonshire District Council 3 Year EIA Rolling Plan 2015 - 2018

2015/2016				2016/2017				2017/2018			
EIA	Joint	CDC	SNC	EIA	Joint	CDC	SNC	EIA	Joint	CDC	SNC
	tick as appropriate				tick as appropriate				tick as appropriate		
Corporate Consultation and Engagement Strategy	x			Corporate Consultation and Engagement Strategy	x			To be agreed via audit of 2016/2017 Service Plans			
Organisational Development Strategy	x			Business Plan and Budget		x	x				
Business Plan and Budget		x	x	Programme & Project Management		x	x				
Council Tax Reduction Scheme		x		Safeguarding	x						
Local Development Plan			x	Taxi Policy Rating Scheme		x					
Three way Democratic & Elections Team	x			Anti-Social Behaviour Policy		x					
Customer Services Review	x			Taxi Policy Rating Scheme			x				
Harmonisation of staff terms and conditions	x			Anti-Social Behaviour Policy			x				
Channel Shift	x			Health & Wellbeing – Project			x				
Brighter Futures		x		Parking Services		x					
Car Parking		x	x	Housing Strategy 2012-2015 Review		x					

Cherwell and South Northamptonshire District Council 3 Year EIA Rolling Plan 2015 - 2018

EIA	Joint	CDC	SNC	EIA	Joint	CDC	SNC	EIA	Joint	CDC	SNC
				Tenancy Strategy 2012-2015 Review		x					
				Older Persons Strategy			x				
				Allocations Policy			x				
				Private Sector Housing Policy/Strategy			x				
				Local Plan – Part 2			x				
				One Stop Shops/Link Points	x						
				Data Quality Policy	x						
				Council Tax Reduction Scheme		x	x				
				Development Management- Consulting with Parish Councils		x					
				Development Management – Paper Light		x					

**Cherwell District Council : 2015/2016
Equalities - Quarter 1**

Ref	Objective/Measure Definition	Quarter 1 30/06/2015	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction			
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	<p>The Faith Forum Steering Group met in May and agreed a number of Grants to community faith groups (who met the necessary criteria). The next Faith Forum will be held in the Grimsbury Area of Banbury during Interfaith Week (15-21 November). It will aim to increase awareness of the different and distinct faith communities that live in the district and help build upon the contribution which their members make to their neighbourhoods and to wider society.</p> <p>The Disability Forum was held on the 17 June; due to reducing numbers in attendance, the Consultation and Engagement Officer is reviewing the format of this forum. The revised Consultation Strategy will set out an action plan for news ways of engaging with the harder areas of the community that we need to consult with ensuring forums are interesting, accessible for members of the community.</p> <p>The Consultation and Engagement Officer attended the Banbury District Show (June) with the Consultation Wall. Views and issues were captured which have been passed to relevant departments.</p> <p>The Faith Forum will be linked to the next Connecting Communities event (15 - 21 November) which will enable the bringing together of representatives from faiths and organisations that will cover issues impacting the community. The partners working with the Council include, the Police, Public Health, Oxfordshire County Council and Citizens Advice Bureau.</p> <p>The Equality & Access Panels are currently not in use. The Consultation and Engagement Officer working with the Equalities officer will be developing a Strategy that includes an action plan that will outline alternative mechanisms to consult with the public.</p>
CEQ1 2	To ensure that the Council's services are accessible to everyone and delivered at an excellent standard	G	<p>Cherwell District Council capture whether their formal complaints received across all service areas are linked to discrimination. Q1 received 0 complaints linked to discrimination.</p> <p>The newly appointed Consultation and Engagement Officer is planning work with Heads of Service, identifying their needs for consultation and engagement for this financial year. The joint Strategy will cover both Cherwell District Council and South Northants Council with two Action Plans for the individual Council in order to capture the different requirements and different opportunities for engagement.</p> <p>Customer Service measures are developed to ensure that service users are able to provide feedback on the service received from the housing department.</p>

Ref	Objective/Measure Definition	Quarter 1 30/06/2015	Comments on Performance
Theme 2 : Tackling Inequality and Deprivation			
CEQ2 1	Continue to deliver the 'Breaking the Cycle of Deprivation' projects	G	The Brighter Futures Programme continues through its range of partners. This is currently under review through the 2014/15 Annual Report
Theme 3 : Building Strong Communities			
CEQ3 1	Improve opportunities for community groups to work together and build strong community relations	G	To reflect the needs of the Area Thames Valley Police has developed a further Independent Advisory Group (IAG) to cover the Bicester area. The Consultation and Engagement officer attended the first meeting (24 June) and has been accepted as a full member of this group. The next meeting is being arranged for the end of the summer.
CEQ3 2	Joint working with Thames Valley Police to highlight and reduce any community tension and build trust in local services.	G	To reflect the needs of the Area Thames Valley Police has developed a further Independent Advisory Group (IAG) to cover the Bicester area. The Consultation and Engagement officer attended the first meeting (24th June) and has been accepted as a full member of this group. The next meeting is being arranged for the end of the summer. The Community Safety Partnership action plan is at present being re written to reflect the greater involvement of partners in child sexual exploitation, slavery, hate and domestic abuse as opposed to generic crime reporting. It is envisaged that this will be complete by September and in action by December 2015
CEQ3 3	Continue to increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services	G	Taking Part scheme has worked directly with groups to enable them to access high quality arts opportunities e.g. a professional dance leader working with the Dancing with Parkinson's group. To support raising the profile of Safeguarding within the Council, briefings and presentations to team meetings are happening across the two organisations. An internal review of safeguarding has been commissioned to ensure our practice is robust and systems produce the right information and action. The See It Report It Corporate Intelligence system was launched on 1 July. Consultants are currently writing a social and community infrastructure plan that highlights the need for community spaces within new developments and will evidence the need for extended existing spaces or complete new halls / centres.
Theme 4 : Positive Engagement and Understanding			
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	The Cherwell Youth website is updated weekly by the Recreation & Health Team with current programmes promoting opportunities within the district for young people. The website is promoted at all youth events and promotional cards are used to give out to community members. Local Democracy Week: 12- 16 October 2015 - Promoting local democracy within schools / linking members to assembly's and taking Banbury & Bicester youth action teams to Westminster for Q&A

Ref	Objective/Measure Definition	Quarter 1 30/06/2015	Comments on Performance
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	R	The historic Equality and Access Panel which CDC used to consult with minority groups has been disbanded. In line with the Community Engagement and Consultation Strategy review a consultative forum will be created - this work is due to commence in Q2.
CEQ4 3	Raise Cherwell District Council Employees and Partners awareness of diversity within our community	G	<p>The latest staff briefing of Knowing Your Community has been held on the topic of Modern Slavery under the banner of Knowing our Communities, the third of the 'See it - Report it' subjects; topics previously covered are Child Sexual Exploitation (CSE) and PREVENT. Employees, Councillors and partners attended the Modern Slavery briefing and have requested information to disseminate to teams/colleagues. An evaluation survey has been sent out to ascertain the views of the attendees and a further briefing option on the subject of Female Genital Mutilation (FGM).</p> <p>Leader of the Council requested that the Modern Slavery briefing be presented to the full Council; this is planned for the October meeting</p>
Theme 5 : Demonstrating our Commitment to Equality			
CEQ5 1	Ensure the Council meets all government requirements	G	<p>Cherwell District Council remains compliant and aware of legislation and duties associated with the Equality Act 2010 and the specific duties to Local Authorities. During Q1 Cherwell District Council has completed the following actions:</p> <p>The Equality Scorecard Report has been included within the Councils quarterly performance reporting to the Joint Management Team and Members. The Equality Scorecard will then be published on the Councils Equality internet page.</p> <p>The annual review has taken place on the Equality Action Plan which has been refreshed to 2015-2018 and the Equality Impact Assessment 3 Year Rolling Plan. This has been reviewed in line with Service Plans for 2015/2016. Once the documents have been fully signed off as part of the 2014/2015 Equality Programme Annual Report they will be published on the Councils Equality webpage.</p> <p>Cherwell District Council receives quarterly updates from our Registered Providers (landlords) to confirm the number of lettings of their accommodation made within the district to ensure that all our partners are operating appropriately. We are in the process of publishing figures on our website to demonstrate the number of properties being let within the district so the public can see them easily.</p>
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	This work will take place during the final quarter of 2015/16.

**Cherwell District Council : 2015/2016
Equalities - Quarter 2**

Ref	Objective/Measure Definition	Quarter 1 30/06/2015	Quarter 2 30/09/2015	DOT	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction					
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	G	⇒	<p>A new corporate Consultation and engagement strategy is being prepared and will be complete by December 2015 to include a council specific action plan and how the council will engage with all community groups. The new Consultation Strategy will review use of the 'wall' as a method of capturing views, the responses from the 'Have Faith in Your Community' event being held on the 21 November 2015 will be considered.</p> <p>During this quarter preparation has been completed on the Event 'Have Faith in Community' which involves representation from faith communities and has been approved by the Inter Faith Group (national group). Meeting held with the Secretary of the Faith Forum Committee and agreed specific involvement. Planning to hold AGM in February 2016.</p> <p>The date of the next Disability Forum is the 9 April 2016 at Exeter Hall, Kidlington. In Q2 the council met with representation from the Deaf Community; Age UK; Oxfordshire Mind and NHS.</p>
CEQ1 2	To ensure that the Council's services are accessible to everyone and delivered at an excellent standard	G	G	⇒	<p>This quarter 13 Mystery Visits (MV) have been carried out across the 3 leisure centres during the July-September period. All MV reports are sent to General Manager at Parkwood and any improvements are addressed by the centre management teams. Monitoring of these actions is undertaken by Officers to ensure quality and response times are fully met. The Housing department undertake a range of measures to ensure that the services provided meet the local needs of Cherwell residents. The Rural Manager and the Lead Member have met on a regular basis to discuss a range of topics that have particular relevance to rural parishes. Recently they have been discussing the Oxfordshire County Council review of rural transport support.</p> <p>No complaints have been received in relation to any of the protected characteristics.</p>
Theme 2 : Tackling Inequality and Deprivation					
CEQ2 1	Continue to deliver the 'Breaking the Cycle of Deprivation' projects	G	G	⇒	<p>New 2015/16 Brighter Futures priorities established around child poverty, health inequalities, employability and supporting the most vulnerable. Workshop preparation underway. On-going theme work as per previous years.</p>
Theme 3 : Building Strong Communities					
CEQ3 1	Improve opportunities for community groups to work together and build strong community relations	G	G	⇒	<p>Membership of both Bicester and Banbury IAG; 2nd meeting of Bicester IAG happened during Q2 with the Consultation & Engagement Officer in attendance.</p>

Ref	Objective/Measure Definition	Quarter 1 30/06/2015	Quarter 2 30/09/2015	DOT	Comments on Performance
CEQ3 2	Joint working with Thames Valley Police to highlight and reduce any community tension and build trust in local services.	G	G	⇒	<p>Membership of both Bicester and Banbury Independent Advisory Group (IAG). The second meeting of Bicester IAG took place on 1st October 2015 with the Consultation & Engagement Officer in attendance.</p> <p>Several new initiatives and engagement exercises around Child Sexual Exploitation (CSE) have now taken place with police and other partners. The Cherwell community safety partnership is in the process of re writing its rolling plan, which should be in place by December. The emphasis of this plan will be to move away from traditional police crime issues and focus on more societal issues such as CSE and preventing terrorism.</p> <p>Participation in the Operation Reportage learning review with Oxfordshire County Council partners. Embedding the See it Report it system at CDC. Implementing and completing the internal Safeguarding review, to be viewed by Executive during November 2015</p>
CEQ3 3	Continue to increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services	G	G	⇒	<p>Artist led sessions in Q2 with community groups through the Taking Part scheme with Older people, those living with Alzheimer's or Parkinsons, young children and children with disabilities.</p>
Theme 4 : Positive Engagement and Understanding					
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	G	⇒	<p>Cherwell Youth Website updated weekly. New online forms available for young to engage in the new Activator challenges launched this Summer.</p> <p>On going lead for Cherwell School - All schools have rep's linked to the Oxfordshire Youth Parliament (4 Forums delivered to date)</p> <p>New "Members into schools" initiative launched for democracy week (12th-16th Oct) All secondary schools will have an allocated member to make links to local members and young people. Members will be in schools during local democracy week running workshops & Q&A sessions</p> <p>OCC Action plan on going - Banbury & Bicester youth partnerships and Cherwell Play Partnership merged to be more effective as one body to deliver this in the future.</p>
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	G	⇒	<p>Outreach officers continue to attend Food banks, Job Clubs and Community Events to provide access and signposting to Council Services as well as the services of other partner organisations.</p> <p>Additional work this quarter includes hosting a meeting with other council services and partners that provide similar services to share best practice and improve service.</p>

Ref	Objective/Measure Definition	Quarter 1 30/06/2015	Quarter 2 30/09/2015	DOT	Comments on Performance
CEQ4 3	Raise Cherwell District Council Employees and Partners awareness of diversity within our community	G	G	⇒	The Female Genital Mutilation briefing was well attended by partners and staff and the feedback was positive. The following event on Think Prevent was attended by mostly outside agencies and a follow up meeting to plan for engagement with the Police Prevent team occurred on 1st October. The next Knowing Communities will be in 2016.
Theme 5 : Demonstrating our Commitment to Equality					
CEQ5 1	Ensure the Council meets all government requirements	G	G	⇒	Cherwell District Council remains compliant and aware of legislation and duties associated with the Equality Act 2010 and the specific duties to Local Authorities.
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	G	⇒	Equality self assessment to start at the end of 2015/2016.

**Cherwell District Council : 2015/2016
Equalities - Quarter 3**

Ref	Objective/Measure Definition	Quarter 2 30/09/2015	Quarter 3 31/12/2015	DOT	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction					
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	G	⇒	<p>A draft joint Community Engagement and Consultation Strategy and separate Action Plans for each council has been prepared and is in consultation with peers.</p> <p>A community event held on the 21st November illustrated the ability to bring the Faith Forum linked with Connecting Communities; in 2015 there has been two Faith Forum Events, the next planned will be a formal AGM as opposed to an event and is being prepared.</p> <p>The Community & Consultation Officer has established links with the NHS and Cherwell Learning to start formatting the event 'Living with Disabilities in Cherwell' (April 9th) it will aim to showcase the services that we provide and those of our partners (Police/NHS/Town Council/Ambulance Services/Social Services) and the linked organisations and volunteer groups (especially Age UK). The Canal & River Trust are keen to get involved and as such arranging meetings over the next month to see how this can be developed.</p> <p>The 'consultation wall' is still seen as a good mechanism to capture peoples 'voices', and as such it will be used in events that are being run by other agencies and partners as well as internal events i.e. Sports Development. There will be a calendar of events that the 'wall' will be published.</p>
CEQ1 2	To ensure that the Council's services are accessible to everyone and delivered at an excellent standard	G	G	⇒	<p>The council operates a corporate complaints procedure whereby discrimination complaints are identified and logged on a quarterly basis. 2 complaints were linked discrimination (sex/disability) during Q3, both complaints were deemed invalid after investigation.</p> <p>A draft joint Community Engagement and Consultation Strategy and separate Action Plans for each council have been prepared and is in Consultation with peers.</p> <p>21 mystery visits (MV) were carried out across the 3 Leisure Centres during the October - December period. All MV reports are sent to the General Manager at Parkwood and any improvements are addressed by the centre management teams. Items that require urgent attention are raised by officers with the General Manager and Managers to ensure improvements are made.</p> <p>Countryside & Communities Manager and Cllr Atack meet on a regular basis to discuss a range of topics that have particular relevance to rural parishes. Recently they have been discussing the Oxfordshire County Council review of rural transport support.</p> <p>The housing department undertake a range of measures to ensure that the services provided meet the local needs of Cherwell residents. An online survey is being introduced to undertake this work which we hope to trial by the end of January 2016.</p>

Ref	Objective/Measure Definition	Quarter 2 30/09/2015	Quarter 3 31/12/2015	DOT	Comments on Performance
Theme 2 : Tackling Inequality and Deprivation					
CEQ2 1	Continue to deliver the 'Breaking the Cycle of Deprivation' projects	G	G	⇒	The first workshop held for health improvement and inequalities was well attended and productive in relation to new multi agency activity. The next workshop is planned for March 2016 and will focus on employability i.e. encompass educational attainment, skills development, job readiness and local jobs market relevance.
Theme 3 : Building Strong Communities					
CEQ3 1	Improve opportunities for community groups to work together and build strong community relations	G	G	⇒	Attendance at both Banbury and Bicester Independent Advisory Group (IAG) (Banbury 10/12/15, Bicester 20/1/16); brought to the attention a topic from Banbury IAG to CDC (safeguarding) and submitted agenda items for the next Bicester IAG therefore taking a proactive approach.
CEQ3 2	Joint working with Thames Valley Police to highlight and reduce any community tension and build trust in local services.	G	G	⇒	Attendance at both Banbury and Bicester IAGs brought to the attention a topic from Banbury IAG to CDC (safeguarding) and submitted agenda items for the next Bicester IAG therefore taking a proactive approach. Currently working through the recommendations from the Joint Safeguarding Review and contributing to the delivery of the multiagency work outlined in the Community Safety Partnership action plan. Safeguarding Training is being developed for staff and Members The Community Safety Partnership has re written its action plan to mirror that of the County and Police and Crime Commissioners plans retaining a local priority emphasis. The plan focuses on offences against persons especially the vulnerable moving away from previous priorities of property crime. However Anti-Social Behaviour, young people, night time economy and burglary have been retained
CEQ3 3	Continue to increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services	G	G	⇒	A further 8 Taking PArt projects were delivered in Q3 as well as a continuation of the Dancing with Parkinsons project.
Theme 4 : Positive Engagement and Understanding					
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	G	⇒	The Cherwell Youth Website is updated weekly to provide up to date information and details regarding current programmes for young people within Cherwell. The Youth Parliament meets quarterly to have a youth voice in strategic decision making processes. Local Democracy Week Occurs in October 2016 (Preparations made in the summer). The Council is continuing progress to allocate each school with a member - first round has been successful with a community questionnaire currently being rolled out with North Oxfordshire Academy.

Ref	Objective/Measure Definition	Quarter 2 30/09/2015	Quarter 3 31/12/2015	DOT	Comments on Performance
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	G	⇒	<p>The historic Equality and Access Panel which CDC used to consult with minority groups has been disbanded. In line with the Community Engagement and Consultation Strategy review. This review will be complete and a new strategy put in place during Q4 whereby actions for linking with minority groups will be put in place.</p> <p>Stop Hate UK not being re-commissioned and Milton Keynes Equality Council (MKEC) taking over third party reporting centre. Corporate Policy Officer has linked with key staff at MKEC and is waiting for reporting information to be available to log on councils website and promote within the community accordingly. Corporate Policy Officer has also started to arrange MKEC to complete all staff training.</p> <p>Sportivate programme developed at Bardwell School, 16 x 6th form students attended. Met with other groups to set up new initiatives.</p>
CEQ4 3	Raise Cherwell District Council Employees and Partners awareness of diversity within our community	G	G	⇒	<p>Planning Knowing your Community events, in conversation with HR, NHS and Police. Dates will be published in a shared calendar before close of reporting year.</p>
Theme 5 : Demonstrating our Commitment to Equality					
CEQ5 1	Ensure the Council meets all government requirements	G	G	⇒	<p>Cherwell District Council remains compliant and aware of legislation and duties associated with the Equality Act 2010 and the specific duties to Local Authorities.</p>
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	G	⇒	<p>Equality self assessment to start at the end of 2015/2016.</p>

**Cherwell District Council : 2015/2016
Equalities - Quarter 4 / End of Year**

Ref	Objective/Measure Definition	Quarter 3 31/12/2015	Quarter 4/ End of Year 31/03/2016	DOT	Comments on Performance
Theme 1 : Fair Access and Customer Satisfaction					
CEQ1 1	To provide accessible and meaningful consultation events throughout the Cherwell community	G	G	⇒	<p>The Draft Joint Consultation and Community Engagement Strategy and Actions Plans are being reviewed and will be submitted to Executive and Cabinet for approval during Q1 2016/17.</p> <p>During 2015/16 the Faith Forum met three times; there was a provision of grants to local faith projects (the reports of these projects will be included in the full Annual Report) and we successfully joined the Inter Faith Network that allows us access to shared faith resources and the ability to run an Annual Inter Faith Community Event during Inter Faith Week. Further discussion and planning has occurred regarding the future structure of the Faith Forum to align with the changes to the Local Strategic Partnership (LSP). A briefing paper will go to the LSP meeting on the 21 April 2016 with an Annual Report & Proposal for the continued involvement of Faith Groups with LSP and Connecting Communities at the LSP Board on 4 August 2016.</p> <p>Connecting Communities Event "Have Faith in Community" was held in the Brighter Futures in Banbury Grimsbury Ward on the 21 November 2015 and an evaluation report was prepared of this event including lessons learnt from it; over 23 different partner organisations attended, with a 'Give & Take' recycling opportunity as well as the waste recycling trailer that attracted the local residents to the event. It demonstrated a new method of cross working of different faith and community groups with multi agency's including CDC departments and was promoted as an excellent Inter Faith Community Event by the Inter Faith Network.</p> <p>The consultation 'wall' has been used at events in partnership with Sanctuary Housing at their Community Days held in their housing centres across Cherwell. Views of the residents were captured and passed onto the relevant CDC department or external agents (Oxfordshire County Council and Thames Valley Police). The relationship with Sanctuary Housing has been strengthened through sharing knowledge and event attendance. The Consultation & Engagement Officer attended the Bicester & Banbury Police Independent Advisory Groups where further opportunities for the 'wall' to be used have been scheduled for 2016 to link in with Police community consultation.</p>

Ref	Objective/Measure Definition	Quarter 3 31/12/2015	Quarter 4/ End of Year 31/03/2016	DOT	Comments on Performance
CEQ1 2	To ensure that the Council's services are accessible to everyone and delivered at an excellent standard	G	G	⇒	<p>A new online based Customer Satisfaction survey has been developed and approved within the housing team to be used as a trial to help gain better insight into the department's performance. We will be reviewing responses closely to check if this type of survey can meet our needs and be used to improve the Housing Needs service.</p> <p>All Leisure facilities mystery visitor reports are sent to the General Manager at Parkwood Leisure and any improvements are addressed by the centre management teams. Any items that require urgent attention are raised by officers with the General Manager to ensure improvements are made.</p> <p>In the final quarter of the year 21 mystery visits were carried out. Whilst there were an array of comments both negative and positive the common theme was the response time at Kidlington Leisure Centre for phone calls. This has been previously reported and an automated system is being investigated for improvement.</p>
Theme 2 : Tackling Inequality and Deprivation					
CEQ2 1	Continue to deliver the 'Breaking the Cycle of Deprivation' projects	G	G	⇒	<p>The second workshop for the Brighter Futures in Banbury programme involved a successful 'employability' workshop on 18 March 2016 which brought secondary and higher education together with local employers. A range of actions and initiatives were developed from this which are now being considered.</p> <p>Citizens Advice Bureau "Volunteer Connect" contract is increasing volunteer opportunities & providing volunteers for local organisations. Contract ends 31/03/17. Consideration to be given to alternative/less expensive method of volunteer engagements in the future.</p>
Theme 3 : Building Strong Communities					
CEQ3 1	Improve opportunities for community groups to work together and build strong community relations	G	G	⇒	<p>The proactive approach has continued; Consultation & Engagement Officer has continued to attend both the Bicester & Banbury Independent Advisory Group meetings as well as working closely with the Police Neighbourhood Teams of Banbury and Kidlington due to other engagement events/shared information. To move forward further discussions have been held to plan to make greater use of shared events to engage with the community in 2016/17.</p>
CEQ3 2	Joint working with Thames Valley Police to highlight and reduce any community tension and build trust in local services.	G	G	⇒	<p>The Community Safety Partnership action plan has now gone live with 21 actions, some of these being picked up from the old plan. Many are focused on preventing radicalisation and child sexual exploitation. Activity already taking place is: delivery of a Barnardos detached worker in Banbury, engaging with the communities. A prevent interactive workshop in all secondary schools wishing to participate and a cybercrime workshop aimed at secondary schools to raise awareness of cyber issues such as bullying, radicalisation and grooming.</p>

Ref	Objective/Measure Definition	Quarter 3 31/12/2015	Quarter 4/ End of Year 31/03/2016	DOT	Comments on Performance
CEQ3 3	Continue to increase Cherwell's knowledge and understanding of the wider community to ensure we fulfil all residents' needs within our services	G	G	⇒	The Community Spaces and Development Study was approved by Executive on 1 February 2016. Some further work is now needed to ensure it dovetails with the forthcoming Developer Contributions Supplementary Planning Document.
Theme 4 : Positive Engagement and Understanding					
CEQ4 1	Work with local schools, colleges & sixth forms to engage with the districts younger generation	G	G	⇒	The Youth Website continues to be updated on a weekly basis to hold key up to date youth information and promotion for the district. All Cherwell secondary schools are signed up and attend quarterly Youth Parliament meetings. Work with schools on going from October local democracy event - Q&A arranged with local MP for youth action teams. Key Council members are linked to local secondary schools, this work continues to be on-going.
CEQ4 2	Explore and establish links with minority representation/community groups to help us improve our services	G	G	⇒	The historic Equality and Access Panel used to consult with minority groups has been disbanded in line with the Community Engagement and Consultation Strategy review. This review will be complete and a new strategy put in place during Q1 of 2016/2017 whereby actions for linking with minority groups will be put in place. Milton Keynes Equality Council (MKEC) has taken over third party reporting from Stop Hate UK for all of the Thames Valley area. The Council's website has been updated with the new reporting information including a link under the 'report it' section on the front page. Council staff have been advised of the new reporting process via In Brief and a Knowing your Community event. The Disability Sports Development Plan has achieved its set objective with many new activities such as "Wheels for all" becoming established programme opportunities. The Plan has been revised with new targets for 2016/17.
CEQ4 3	Raise Cherwell District Council Employees and Partners awareness of diversity within our community	G	G	⇒	Knowing our Community briefing was held on 9 March 2016 on the subject of Hate Crime; it was not well attended and to avoid low numbers for 2016/17 further work has been done to ensure that for development, all managers will be expected to attend the Knowing our Community briefings (links with Safeguarding training). The subject of the briefings will be considered by suggesting options of topics as a 'poll' in In-Brief and to direct by email to those whom previously have previously attended a staff Knowing our Community event.

Ref	Objective/Measure Definition	Quarter 3 31/12/2015	Quarter 4/ End of Year 31/03/2016	DOT	Comments on Performance
Theme 5 : Demonstrating our Commitment to Equality					
CEQ5 1	Ensure the Council meets all government requirements	G	G	⇒	Cherwell District Council remains compliant and aware of legislation and duties associated with the Equality Act 2010 and the specific duties to Local Authorities.
CEQ5 2	Review CDC performance against Achieving criteria to maintain/improve standards	G	G	⇒	Action completed during Q1 of 2015/16 for previous year. Q1 2016/17 will see review take place for overall performance against the Equality Scorecard and presented to the Executive meeting on Monday 4 July 2016.

This page is intentionally left blank

Cherwell District Council

Executive

4 July 2016

The Growth of Bicester: Progress Update 2015/16
--

Report of Commercial Director

This report is public

Purpose of report

To advise Members of the work that is being undertaken in Bicester including highlighting key achievements; of the expenditure from the Eco Town grant; received in 2010; and, of forward planned expenditure 2016/17

1.0 Recommendations

The meeting is recommended:

- 1.1. To note the progress on work in the town.
- 1.2. To note the expenditure that has taken place and the committed funding from the Eco Town grant.
- 1.3. To note 2016/17 forward plan.

2.0 Background

- 2.1 Bicester is identified as a location for growth within the adopted Cherwell Local Plan, which proposes an additional 13,000 dwellings in total and 138.5ha of employment land. The local plan builds on earlier initiatives such as the Eco Town proposals that supported the growth of Bicester.
- 2.2 The identification of Bicester as an Eco Town location in 2009 enabled the Council to successfully bid for funding, receiving initially approx. £7.9m capital funding and £1.8 revenue funding to support the eco town. A second round of Eco Town funding grant in 2010 secured a further £3.5m comprising of £150,000 revenue and £3.4m capital, taking the total capital to just under £11.3m and revenue to almost £2m. In 2014 the Executive agreed delegation for the Eco Town grant to the Director for Bicester in consultation with the Leader of the Council.
- 2.3 In December 2014 the coalition Government announced Bicester's designation as the country's second locally-led garden town, which brought with it almost £1.5m

capacity funding (revenue) to help ensure that feasibility studies around infrastructure needs of growth, broadly in line with the bid approved by DCLG, could be undertaken. The award of garden town status brought with it the opportunity to also bid for capital funding to expedite the delivery of key infrastructure.

- 2.4 In 2010 a Strategic Delivery Board was established to guide development proposals initially in NW Bicester but more recently to monitor progress with delivering the garden town growth. The Board comprises of representatives of the Town, District and County Councils, DCLG, EA, Bicester Vision and Bicester Chamber and meets quarterly.

3.0 Key Achievements 2015/16

3.1 New Development

- 3.2 In October 2015 the renamed Bicester Village station reopened serving the first phase of the East Rail scheme. This section of improved line links Oxford (currently from Gosford & Water Eaton) to Bicester and then Marylebone. A regular service is now running to the station.

- 3.3 In November 2015 the new park and ride site opened on the south side of Bicester adjacent to the A41. The site provides 580 spaces and is served by buses to Oxford and Bicester.

- 3.4 Franklins House a development undertaken by the Council, incorporating the Council's office and the new Bicester library (practical completion 21/03/16 on time and on budget) has been delivered completing the Pioneer square development.

- 3.5 The new Tesco superstore relocated from Pingle Drive to Lakeview Drive, off A41 (opened 14/04/16) freeing land for the expansion of Bicester Village.

3.6 Housing Delivery

- 3.7 Bicester continues to see considerable construction activity:

- 3.8 Work at Kingsmere continues with over 600 completions having taken place by March 2016, whilst occupations of dwellings from the conversion of the historic buildings at the Garden Quarter have also continued.

- 3.9 NW Bicester first phase, Elmsbrook, saw its first completions (91no. homes) - first occupations commenced in May 2016.

- 3.10 Work has progressed at Graven Hill with the first land being transferred and work progressing with 10 pioneers who will be the first to develop plots. There is a masterplan and design code in place and Local Development Order (LDO) to facilitate the development of the site by self builders.

- 3.11 SE Bicester – pre-application public consultation took place in October 2015 with some engagement with CDC taking place later in Q3 and again in Q4. The application has not yet been received but submission is expected soon.

- 3.12 In 2015/16, 367 dwellings were completed in Bicester bringing the total for 2011-2016 to 956 dwellings. Whilst 3,414 homes have been granted planning permission and have not yet been built. As these planning permission are implemented there will be an increase in housing delivery.
- 3.13 Other Facilities
- 3.14 There has been the construction of a natural playground at Garth Park supported with £70k funding from WREN; and
- 3.15 The opening of the café and new public toilets within Garth Park (25/03/16) by the Town Council, which was supported by Eco Town funding.
- 3.16 Work has commenced on procuring the detailed design and construction of the Eco Business Centre to be developed at NW Bicester. This business centre will be delivered by Cherwell on land secured from the developers to support the incubation of small business and home workers. The funding for construction will come from the Eco Town grant.
- 3.17 Town Wide Initiatives
- 3.18 A boiler replacement scheme has been operating in the town to support residents to replace old boilers with more efficient ones to reduce costs and save carbon. The scheme has provided a subsidy from the Eco Town grant to 54 homes enabling them to replace their boilers.
- 3.19 A new web site and newsletter has been launched, Growing Bicester, in partnership with Oxfordshire County Council and Bicester Town Council. The web site aims to provide information to residents and business about the developments that are taking place in the town.
- 3.20 Strategies/Studies
- 3.21 NW Bicester Supplementary Planning Document, to guide the form and nature of future developments and planning proposals on the site, was formally adopted as a supplementary planning document (March 2016).
- 3.22 The Bicester Sustainable Transport Strategy was completed and approved by SDB and Executive (October 2015), to inform and guide the creation of a network of transport infrastructure and services that make it easy and attractive to travel by sustainable means. The strategy forms part of the evidence base to the Cherwell Local Plan part 2.
- 3.23 With funding from the Department of Energy and Climate Change (DECC) Heat Network Delivery Unit (HNDU) an initial feasibility study was undertaken to identify the opportunity for developing a decentralised energy heat network supplying homes at NW Bicester with low cost, low carbon heat from the Ardley Energy Recovery Facility (ERF). The first phase of the study is complete confirming that it is technically possible to use waste heat from the ERF.
- 3.24 Under the garden town initiative extensive engagement with stakeholders, residents and businesses in Bicester was undertaken refresh the future vision for the town.

The work sought to identify what people liked about Bicester; what improvements they would like to see to the town; and what for them made a true garden town. A 3-day consultation event was held in a town centre unit from 10-12 March and was attended by over 500 people with 900+ written representations made during the event and subsequently on social media. The refreshed vision and key themes/priorities for the town will inform the production of a new Bicester Masterplan, which will build on the adopted Local Plan and set out how and where aspirations and physical change will take place in order to stitch the whole of Bicester (existing and proposed growth) together in a comprehensive and integrated manner.

3.25 Funding

3.26 Considerable funding has been secured for Bicester and is enabling a number of additional studies to be undertaken. These have included:

3.27 An additional £50,000 grant from DECC HNDU (March 2016) to explore the next stage of plans to use heat from Viridor's ERF at Ardley to heat homes. This further work will provide detailed financial viability work, development of business models and engagement with stakeholders including Oxfordshire County Council, Viridor and North West Bicester developer A2 Dominion.

3.28 Natural playground at Garth Park - £70k from WREN (June 2015).

3.29 WRAP (Waste Prevention Fund) - £29k towards the 'Bicester Moves' project intended to prevent waste and encourage re-use for people moving into Bicester.

3.30 Local energy mapping for the identification of retrofit opportunities with Oxford Brookes University £81k (50% of total project cost) (April 2016).

3.31 A project looking at toolkits for green infrastructure planning with Oxford University (January 2016).

3.32 Funding from OxLEP (£57k) has been secured to support the establishment of a company to deliver apprenticeships, The Apprenticeship Training Agency. This seeks to support developers by providing apprenticeships and work placements, making it easier for them than employing apprentices directly (April 2015).

3.33 £19m garden town capital funding was announced from Government in the Autumn Statement (2015) but will not be available before 2017/18.

3.34 In March 2016 Bicester was identified as one of the Government's 10 Healthy New Towns. The expression of interest was made by a core team comprising the council health service partners and academics. The New Healthy Towns Initiative provides the opportunity to assess the innovations at NW Bicester and identify their impacts on public health and determine how they can be replicated across other developments. In addition the initiative will include the work on health prevention and better health care delivery, digital innovation, community empowerment and the design of the built environment supported by the NHS. £150k initial funding has been made available from Government and the council has committed £20k 'seed funding' to catalyse contributions from other local partners.

- 3.35 Support has also been provided to the Town Council to apply for funding, securing funding through WREN for the replacement of signage and bridges at Bure Park. This funding was £41k and work is due to commence in the autumn.

4.0 Grant Expenditure

4.1. Eco Town Grant Revenue Funding

- 4.2. The Bicester Strategic Delivery Board (SDB) has received quarterly reports on the funding position and overseen expenditure and delivery of projects. The grant revenue funding has supported a dedicated project team which has worked both on the delivery of new development but also on the delivery of projects in the town. The funding of a dedicated project team, now supplemented by capacity funding from DCLG for the Garden Town, has been instrumental in enabling work in Bicester, particularly in seeking grant funding, delivery of projects, development of additional policy such as a the NW Bicester SPD and support for the delivery new development.

- 4.3. It was originally envisaged that the revenue funding would support a project team for five years. However not all posts originally identified have been filled and therefore some revenue funding remains. In addition given the success of a dedicated project team in ensuring delivery, the relatively limited grant revenue funding has been supported with interest earned on capital to prolong the funding of the team (see budget at Appendix A). The project team expenditure, together with expenses and consultancy has resulted in a revenue expenditure to end of March 2016 of £175,827.

4.4. Eco Town Grant Capital Expenditure

- 4.5. The majority of the Eco Town grant was capital. A proportion of the funding identified was used to deliver demonstration projects in Bicester including the temporary demonstration building at The Garth, zero carbon sixth form, travel behaviour project and an insulation scheme. Some of the budget for sustainable travel and energy efficiency was not spent initially and this has enabled funding to be identified for the provision of a cycleway along Buckingham Road and for a boiler replacement scheme that has been operated within the town over the last year.

- 4.6. In the last financial year a grant of £30k was committed to Bicester Town Council to support the delivery of the new Garth Park café and public toilets. The café is now in place and is proving very popular with the Town Council reporting an increase in users of the park.

- 4.7. Funding was also used to fund the boiler replacement scheme that was operated in the town.

- 4.8. Work has also commenced on the delivery of the Eco Business Centre at NW Bicester with some costs being incurred.

- 4.9. Given the finite amount of grant, opportunities have been sought to maximise the effectiveness of the funding by seeking opportunities to use it as match funding or secure other funding or recirculate the funding where possible.

4.10. Committed Funding

- 4.11. There is a commitment to spend £6.25m of capital funding to support the early delivery of a primary school on the development at NW Bicester, which is currently under construction. A school has been seen as important to supporting the formation of the new community and establishing sustainable patterns of travel. Normally schools on new development are funded through developer contributions and therefore are only viable on large scale developments (about 1000 dwellings) and often are not delivered until developments have a considerable number of occupations. The purpose of identifying funding is to ensure the delivery of the school as early as possible. It is proposed funding will be recouped through developer contributions as the first phase builds out and from later phases of the development.
- 4.12. One of the aims of the eco town development was to increase the level of local employment. The provision of an eco-business centre to provide supported incubation work space has therefore been identified as a priority for funding. Land for the eco business centre will be secured as part of the first phase of development at NW Bicester and £4m of funding has been earmarked to support the delivery of the project. Feasibility work is currently underway prior to procurement of the building. Detailed report on the Eco Business centre is programmed for the September Executive which will report on progress in the design and procurement of the building. There is potential for future income generation or recycling of the capital funding from the project.

5.0 Future Funding Plans

- 5.1. The remaining Eco Town funding that was earmarked to support sustainable travel it is proposed to use to support two projects that have been agreed with the Strategic Delivery Board. The first is a proposal to deliver off road cycling along the Buckingham Road as a first step towards improving cycling provision within the town. This is identified in the Sustainable Transport Strategy as part of the central corridor through the town. The delivery of this improvement has been subject to an initial feasibility by Oxfordshire County Council (Jan 2015) that has identified the cost between £300 - £400k subject to detailed design work.
- 5.2. The other project is the provision of signage within the town, the Bicester Wayfinding project. This project seeks to encourage walking and cycling by making it easier to navigate around the town for residents and visitors. The project has been undertaken with OCC officers and a group of local stakeholders including Bicester Town Council. The project has involved the auditing of all existing signage and identifying key routes and providing both mapped signage and finger posts. The signage will include details of the time it would take to walk to key locations to encourage people to walk as opposed to use cars for short journeys in the town. This project has a budget of £100,000. An additional £41,000 has been secured with the Town Council for the provision of signage within the Bure Park nature reserve.
- 5.3. The ability to use further funding will be reliant on the receipt of developer funding to allow the recycling of school funding, funding from the eco business centre and access to other sources of funding such as further grants. The first developer

payment towards the school has been received and it is anticipated that the Elmsbrook phase of the NW Bicester development will in due course provide £3.5m towards the school. It had been anticipated the remaining funding would be secured through the application for development for the remainder of the land north of the railway, application 14/01384/OUT. Viability testing has however shown that the development cannot support all the contributions sought and OCC have requested that some of the grant funding is used to support other infrastructure on the site. This together with the phasing of contributions is subject of on-going negotiations.

- 5.4. Should funding be recouped from the school two potential areas of spend have been identified. The first is that if the forward funding of the school is successful this approach could be repeated elsewhere on the development to ensure early delivery of facilities to serve the residents. In addition there remains the potential for investment in energy generation, for example through the work to explore the development of a heat network connected to Ardley, which could also provide future income for the Council. It is recommended that options are kept under review as recycled funding becomes available.
- 5.5. Garden Town Capacity funding will support the delivery of studies to support the growth of the garden town and resources within the delivery team.

6.0 Planned Programme for 2016/17 for the Bicester Delivery Team

- 6.1. On-going work includes work with developers to support delivery in accordance with the Local Plan, bidding for funding, responding to local issues. Set out below are the key milestones for projects being delivered 2016/17.

Project/Activity	Q1	Q2	Q3	Q4
Vision	Consultation		Launch	
Masterplan		Commission	Consultation	Report
M40 Junction Study			Commission	Report
Prospectus				Commission
Eco Business Centre		Design feasibility	Exec Report & procurement	
Sustainable Transport Delivery Plan		Draft plan		
LEMUR	Commencement	Local Engagement		Report
Heat Network Feasibility		Commission		
Local Engagement		Summer events		
Apprenticeship Training Agency	Set up & accreditation		Operator appointed	Operational
Wayfinding		Strategy & Procurement	Implementation commences	
Cycle path improvements		Feasibility		Procurement
Retail Support Project		Retail mentoring		

7.0 Conclusion and Reasons for Recommendations

- 7.1. Much is happening in Bicester and this is demonstrated by the delivery of new development such as Franklins House with the new library and CDC link point, the continued housing delivery. Work to provide an appropriate policy basis for the improvement and growth of the town has progressed with the adoption of the NW Bicester SPD and the consultation work to refresh the vision for the town. Never the less there remain challenges in delivering the strategic development sites in the adopted local plan and ensuring sufficient infrastructure is in place to serve the growth of the town and work continues with partners to deliver necessary infrastructure and seek to speed up housing delivery.
- 7.2. The work continues to have a whole town approach, seeking opportunities to improve the existing town as well as deliver new development. A number of projects have been delivered in the town, particularly focussing on energy efficiency and sustainable travel. In the last year this has been focussed on the replacement boiler scheme the energy mapping project LEMUR and securing grants to support other works such as the café and playground at Garth Park. Pursuing a whole town approach remains and important commitment with considerable work going into bids for funding to enable projects to be delivered.
- 7.3. Over £19.5m worth of grant funding is outlined above and this together with previous grants comes to over £50m that has been attracted to Bicester, including the DCLG Eco Town funding and Garden Town funding. This has been instrumental in the range of projects that it has been possible to deliver in the town. This approach of seeking external funding is continuing with further work being done to enable projects to continue to be delivered in the town.
- 7.4. Grant funding is a small proportion of the overall investment that has taken place in the town. A draft study by Montague Evans estimated that 2014/15 that over £150m of private sector funding has been invested in the town in the construction of housing and commercial premises. Furthermore the report concluded in terms of future development as part of the growth of Bicester, the estimated value of the housing sites identified in Bicester by 2031 is £1.2bn which is expected to be supported £750 million of infrastructure investment.
- 7.5. Bicester continues to attract national attention for its growth plans and the delivery of projects in the town. The work to date has attracted considerable investment through grants but also through the private sector investment in the town. Never the less there remains an ambitious programme of work to deliver improvements in the town during 2016/17.

8.0 Consultation

None directly for this report.

9.0 Alternative Options and Reasons for Rejection

- 9.1. The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Identify alternative approaches to the use of Eco Town Grant or continue to hold the funding.

This option has been rejected as the projects identified have been identified based on the needs identified and arising within the town.

Option 2: To commit to future spend of recycled Eco Town Grant funding

The timing of the receipt of recycled funding is uncertain and over time priorities and pressures can change. It therefore is difficult to commit to funding specific projects at the current time. Some flexibility is therefore sought to review priorities as funding becomes available.

10.0 Implications

Financial and Resource Implications

10.1 There are no new financial implications from this report.

Comments checked by: Joanne Kaye Principal Accountant 01295 221545
Jonne.kaye@cherwellandsouthnorthants.gov.uk

Legal Implications

10.2 There are no legal implications arising from this report

Comments checked by: Nigel Bell, Team Leader Planning, 01295 221687,
nigel.bell@cherwellandsouthnorthants.gov.uk

11.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

Bicester, Chesterton and Caversfield

Links to Corporate Plan and Policy Framework

The 2016/17 Business Plan identifies the importance of delivering the strategic sites with the Cherwell Local Plan and the masterplan for Bicester (a1, a2). Work within the town contributes the Council's Safe, Green & Clean priority, particularly with regard to work on carbon reduction and green infrastructure as well as Thriving Community particularly work around health and well being. Performance pledges

include the delivery of NW Bicester and Graven Hill and delivery of affordable housing.

Lead Councillor

Councillor Barry Wood – Leader

Document Information

Appendix No	Title
A	Eco Town Budget
B	Key Achievements 2015/16
C	Growing Bicester Newsletter
Background Papers	
None	
Report Authors	Jenny Barker, Bicester Delivery Manager Maria Curran, Garden Town Delivery Manager
Contact Information	01295 221828 Jenny.barker@cherwell-dc.gov.uk

ECO TOWN - MONITORING STATEMENT 2015/16 as at 31 March 2016

APPROVED ESTIMATES - Based on Initial Funding of £9,720,687

plus 2ND BID funding of £3,550,000 * ; total funds £13,270,687

PROJECT BUDGET

Project Reference	Project Codes	Approved Budget		
		Approved Budget Revenue	Approved Budget Capital	Total Approved Budgets
CAPACITY				
1	Local Authority Core Project Team	1,454,132	0	1,454,132
2	Consultancy	995,873	0	995,873
	Expenses etc	61,945	0	61,945
	Interest Received	(600,505)	0	(600,505)
OFF SITE PROJECTS				
4	Exhibition House	26,055	0	26,055
10	Travel Behaviour	75,000	825,000	900,000
11	Energy Saving Schemes	0	317,430	317,430
	Boiler Replacement Schemes		51,750	51,750
	Green Deal		130,820	130,820
12	Reuse Centre Seed Funding	40,000		40,000
	Eco Café	0	30,000	30,000
INFRASTRUCTURE				
	North west Primary School		5,250,000	5,250,000
	Eco Business Centre		4,000,000	4,000,000
	Uncommitted Infrastructure Fund		613,187	613,187
	TOTAL	2,052,500	11,218,187	13,270,687

Spent	Spent	Spent	Spent	Spent	Spent	Projected				Total
						2010/11	2011/12	2012/13	2013/14	
171,632	130,000	130,000	217,218	134,710	109,512	150,000	150,000	150,000	111,060	1,454,132
34,676	148,865	128,334	147,644	139,347	133,532	120,000	96,638	26,837	20,000	995,873
2,575	3,887	1,169	11,944	7,442	8,978	7,500	7,500	7,500	3,450	61,945
0	(216,900)	(145,000)	(81,402)	(29,000)	(76,195)	(29,000)	(14,500)	(8,508)	0	(600,505)
14,594	4,505	2,055	4,901	0	0	0	0	0	0	26,055
137,106	288	1,109	62,630	996	0	400,000	197,870	100,000	0	900,000
169,033	168,397	(129,321)	0	3,489	0	105,832	0	0	0	317,430
0	0	0	0	53,750	0	0	0	0	0	53,750
0	0	0	0	0	0	75,000	0	0	0	75,000
0	0	33,956	6,053	0	0	0	0	0	0	40,009
0	0	0	0	0	0	30,000	0	0	0	30,000
0	0	50,000	0	0	0	3,000,000	2,200,000	0	0	5,250,000
0	0	0	14,600	0	4,917	1,835,400	2,145,083	0	0	4,000,000
0	0	0	0	0	0	0	321,593	291,594	0	613,187
529,616	239,042	72,301	383,589	310,734	180,744	5,694,732	5,104,184	567,423	134,510	13,216,876

Additional Funding

Total Developer Contributions		(3,534,909)	(3,534,909)
-------------------------------	--	-------------	-------------

0	0	0	0	(209,909)	(2,010,485)	(1,314,515)	0	0	0	(3,534,909)
---	---	---	---	-----------	-------------	-------------	---	---	---	-------------

2015/16 BUDGET MONITORING

Project Reference	Project Codes	Budget Approvals		
		Approved Budget Revenue	Approved Budget Capital	Total Approved Budgets
CAPACITY				
1	Local Authority Core Project Team	201,282		201,282
2	Consultancy	127,679		127,679
	Expenses etc	12,000		12,000
	Interest Received	(29,000)		(29,000)
OFF SITE PROJECTS				
4	Exhibition House	0	0	0
10	Travel Behaviour	0	500,000	500,000
11	Energy Saving Schemes	0	34,546	34,546
	Boiler Replacement Schemes	0	18,000	18,000
	Green Deal	0	0	0
12	Reuse Centre Seed Funding	0	0	0
INFRASTRUCTURE				
	North west Primary School		3,000,000	3,000,000
	Eco Business centre		1,935,400	1,935,400
	Infrastructure Fund	0	321,594	321,594
	TOTAL	311,961	5,809,540	6,121,501

Revenue Spend/Committed			Capital Spend/Committed		
Revenue-Spend to Date	Revenue Committed	Total Revenue Spend / Committed	Capital Spend to Date	Capital Committed	Total Capital Spend / Committed
109,512	0	109,512	0	0	0
133,532	0	133,532	0	0	0
8,978	0	8,978	0	0	0
(76,195)	0	(76,195)	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	4,917	0	4,917
0	0	0	0	0	0
175,827	0	175,827	4,917	0	4,917

Projected Budget Variances		
Revenue Variance	Capital Variance	Total Variance
(91,770)	0	(91,770)
5,853	0	5,853
(3,022)	0	(3,022)
(47,195)	0	(47,195)
0	0	0
0	(500,000)	(500,000)
0	(34,546)	(34,546)
0	(18,000)	(18,000)
0	0	0
0	0	0
0	(3,000,000)	(3,000,000)
0	(1,930,483)	(1,930,483)
0	(321,594)	(321,594)
(136,134)	(5,804,623)	(5,940,757)

This page is intentionally left blank

Key Achievements in Bicester 2015-2016

Page 179

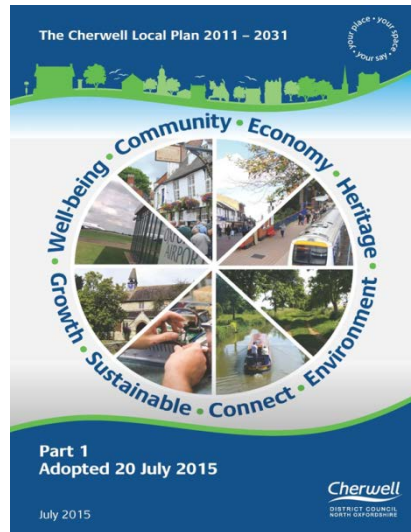


Cherwell

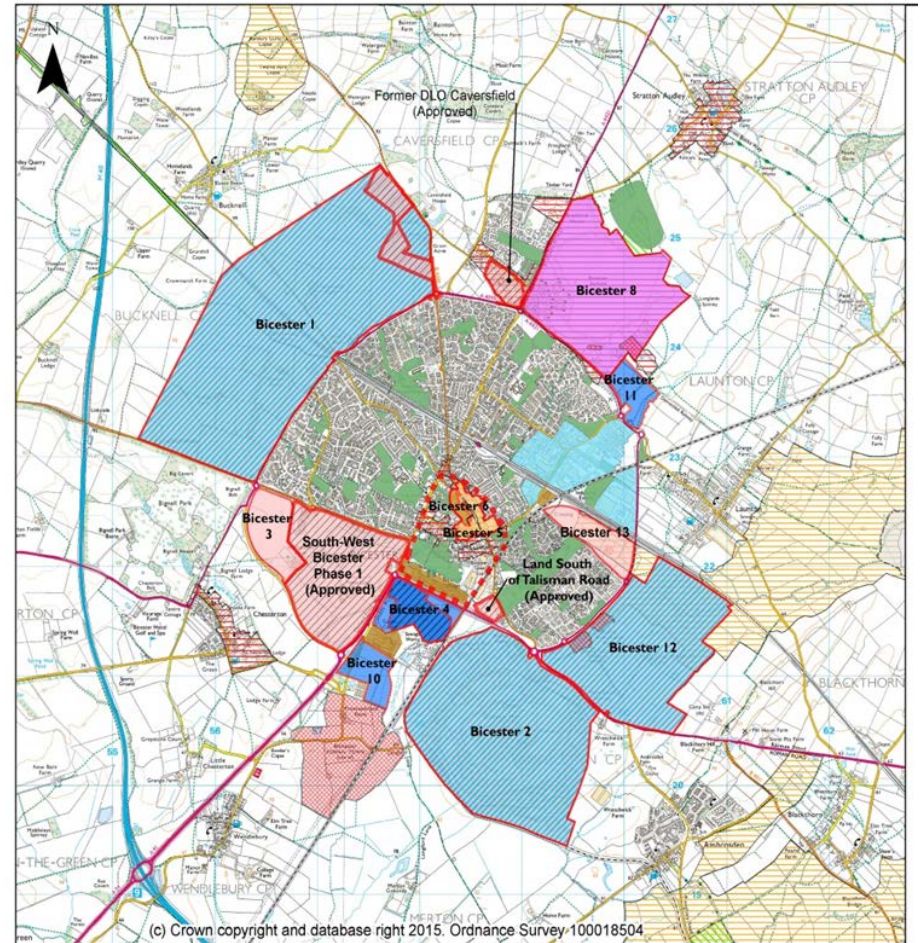
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Cherwell Local Plan Part 1: The Foundation for Growth

Page 180



- Adopted 20 July 2015
- 10,200 houses
- 138 ha employment land
- Extensive infrastructure provision



Housing Growth

NW Bicester



Page 181

- Masterplan adopted as SPD
- 91no. Homes constructed
- First occupations spring 2016

Graven Hill

- Masterplan & Design Code approved
- Local Development Order (LDO)
- Pioneers on site 2016

PLOT ASSIGNED TO MRS S. MCINTYRE

Graven Hill Cherwell DISTRICT COUNCIL NORTH OXFORDSHIRE

PLOT PASSPORT
ORCHARD ROAD
361

Main FEATURES

Plot Number:	OR361
Unit Type:	Semi detached
Price:	£90,000
Local Character:	Tree line boulevard
Size:	261m ²

DRAFT

Notes:

- 1 This plan is for one unit (detached) only. The merging & subdivision of plots is not permitted.
- 2 Up to 25% of the building may be used for business purposes subject to the structural, fire and appearance of the building is maintained.
- 3 No vehicles to be stored on any part of the curtilage of the plot. Maintenance of the area is the responsibility of the Highways and Local Authorities.
- 4 Designs are to be submitted to the Cherwell Hill Village Development Company for approval before construction commences.

Other notes:

- 5 This plot is for one unit (detached) only. The merging & subdivision of plots is not permitted.
- 6 Up to 25% of the building may be used for business purposes subject to the structural, fire and appearance of the building is maintained.
- 7 No vehicles to be stored on any part of the curtilage of the plot. Maintenance of the area is the responsibility of the Highways and Local Authorities.
- 8 Designs are to be submitted to the Cherwell Hill Village Development Company for approval before construction commences.



Kingsmere – SW Bicester



Over 600 occupations

Phase 2 resolution to grant permission

Sports Village
Planning
permission for
pavilion and pitch
layout

Bicester Heritage



RAF Bicester to Bicester Heritage
Reuse of historic buildings
Events focused on historic motoring

Page 183



Facilities



Bicester Village Station October 2015



Garth Park playground and Savoir Fare café
March 2016



Bicester Park and Ride
November 2015



London Road level crossing
Lobbying for solutions

Franklins
House with
new CDC
office and
Library
March 2016



Community Engagement

Bicester Big Lunch 2015



Bicester Bike Day 2015



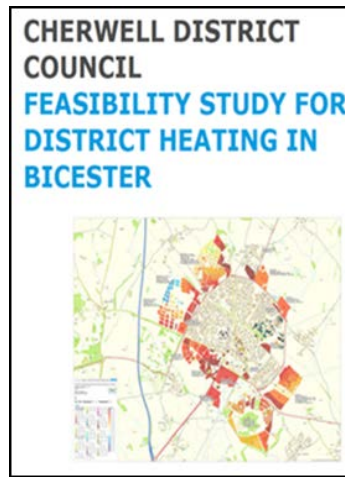
Bicester Big Lunch 2016



Strategies and Consultation



Page 186



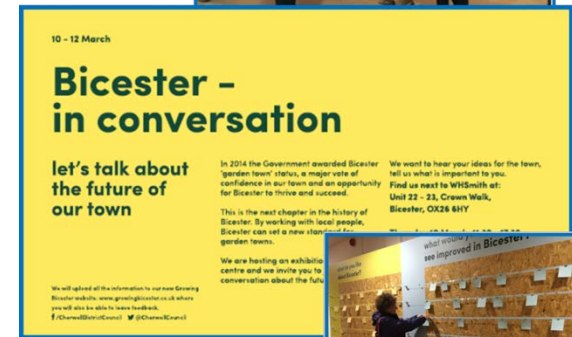
Apprenticeship Training Agency



growingbicester.co.uk

Growing Bicester website
December 2015

Monthly newsletters

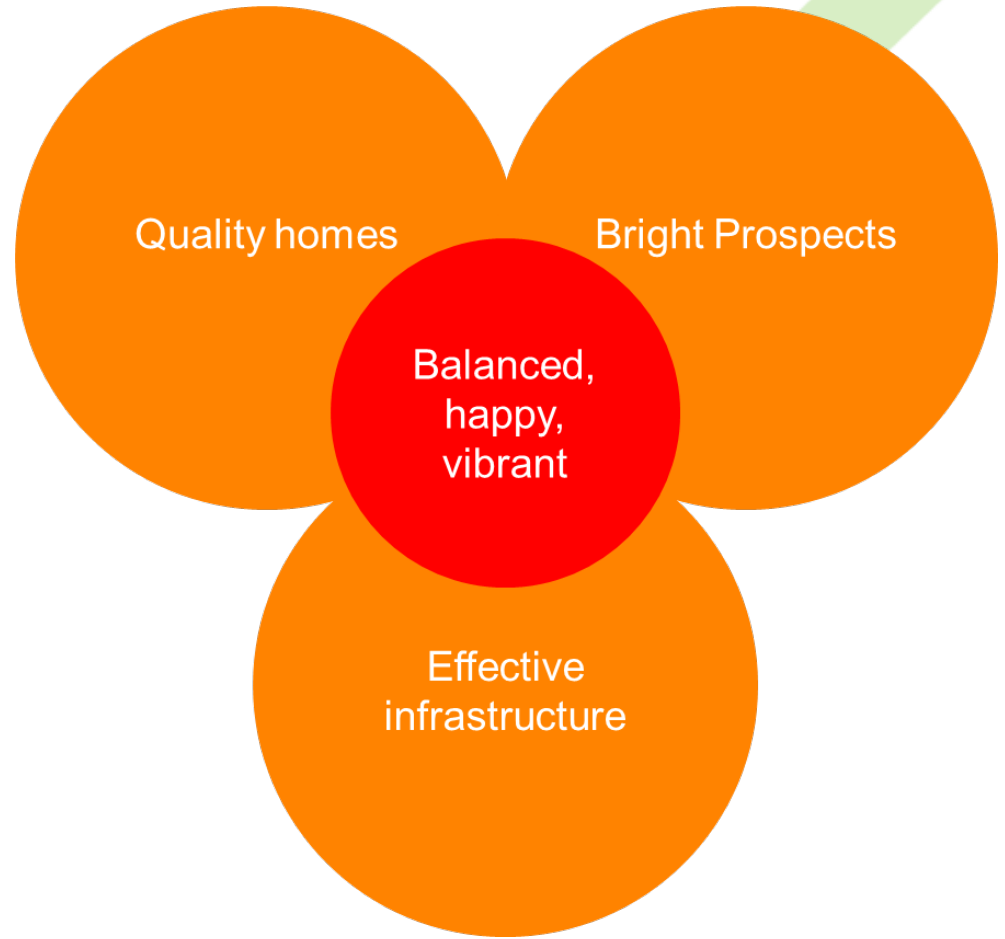


Bicester Future Vision
March 2016



Forward Looking Bicester

- Welcoming
- Accessible
- Enjoyable
- Pioneering
- Inclusive
- Green & Pleasant





Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

newsletter
June 2016

GROWING BICESTER

Build It Live! comes to Bicester

The successful self-build exhibition Build It Live! will be launching at Bicester Heritage on 11 and 12 June 2016.

BUILD IT LIVE
HALF PRICE
TICKETS



In addition to over 100 exhibitors, visitors can listen to informative seminars, meet building experts to talk about their own project and visit the Graven Hill Zone, an area dedicated to the Graven Hill Village Development where architectural designer and TV presenter Charlie Luxton will be making a guest appearance.

Bicester Heritage is the ideal Oxfordshire venue for this popular self-build show, which is organised by Build It magazine, because of its great transport links but also due to its close proximity to the largest ever self-build project at nearby Graven Hill Village, where up to 1,900 self-build plots are available.

Build It Live has grown to become one of the best known shows



for anyone thinking of building their own home or renovating/ extending an existing property. Ticket holders will also have a chance to tour the Graven Hill development site with representatives from the project.

The event will take place on

Saturday 11 and Sunday 12 June 2016 from 9.30am – 5pm on both days. Tickets cost £12 per person but readers of Growing Bicester can take advantage of a special half price ticket offer by visiting the Build It Live website www.builditlive.co.uk and entering promo code GHGB16 when booking.



Upcoming events

Sunday 12th June 2016

Sheep Street & Pioneer Square



Appetite builds for Bicester's Big Lunch

Residents in Bicester will be able to feast on an afternoon of food, entertainment and community spirit with the return of the town's Big Lunch.

On Sunday, 12 June representatives of Cherwell District Council will join thousands of people and dozens of traders, charities and businesses in transforming Sheep Street for the annual event.

People are encouraged to bring their own food and enjoy a sit-down meal with friends and neighbours surrounded by a host of entertainment.

The Big Lunch will take place in Sheep Street and Pioneer Square throughout the day on Sunday, 12 June and will feature live music and entertainment and a variety of stalls selling food and crafts as well as promoting community organisations.

Sheep Street will also be transformed with tables and chairs where people can bring a picnic to enjoy with family and friends.



Representatives of Cherwell District Council's Bicester Delivery Team will be available throughout the day to promote its services, speak to residents and answer questions about the town's development. They will be joined by sustainability charity Bioregional who will be telling families about the "One Planet Living" initiative which encourages people to live within the natural limits of the planet and encouraging children to pledge how they can live sustainable lives.



Public consultation on retail and sports developments



U+I, Adalta Real and Bicester Sports Association (BSA) are holding public exhibitions in early June to seek the views of the local community on their vision for a retail-led, mixed-use development on the BSA's Oxford Road site and a new state-of-the-art sports hub at the BSA's Chesterton site.

The proposals are currently being developed and U+I, Adalta Real and BSA are seeking to share these initial emerging options for the sites and take on board local views as the plans evolve. Information on the proposals will be displayed and members of the development team will be available to answer any questions.

The public exhibitions are taking place on:

- **Wednesday 8 June** - 38 Market Place, Bicester, 2pm-8pm
- **Saturday 11 June** - 38 Market Place, Bicester, 10am-4pm

For more information visit www.bicestersbiglunch.org.uk



Sporting assist as partners team up

Sports clubs can score free tips on funding, training and development at advice forums to be held in Bicester

Next month's instructional sessions are the result of Cherwell District Council teaming up with Oxfordshire Sport and Physical Activity (OXSPA).

Representatives from the district's sports clubs are urged to attend the sessions to unlock funding and other opportunities to take their performance to the next level.

Up for discussion are funding sources and how to apply for them, grants from the council, and the national Sportivate scheme promoting active communities.

Also on the table are club development and workshops on topics such as Safeguarding and First Aid.

In the past five years Cherwell's sport development team has helped dozens of clubs to access funding from Sportivate and Sport England.

The first forum takes place at the Garth Café in Bicester on Wednesday, 8 June from 6pm – 9pm. The second is in Banbury at Spiceball Leisure Centre on Wednesday, 15 June from 6pm – 9pm.

Places can either be booked in advance to reserve an appointment or alternatively people can simply drop in on the day.

For more information visit www.oxspa.co.uk/in-the-zone or to book email Ed Nicholas at enicholas@oxspa.co.uk or call 07825 935900

News

Conservatives maintain control of Cherwell



The Conservative group has retained majority control of Cherwell District Council after the existing wards were disbanded and replaced with new ward arrangements.

Last month (May) 34.48 per cent of eligible voters took to the polls to elect 48 councillors to represent 16 new district council wards.

Previously, the council had comprised 50 councillors working on behalf of 28 wards; however following a review by the Local Government Boundary Commission for England, the council's wards were disbanded and replaced with a new structure.

Sue Smith, Returning Officer for Cherwell, said: "The make-up of the council was redesigned to address significant differences in the previous structure which meant some councillors were representing up to ten per cent more residents than others. Under the new make-up, every ward will now be represented by three councillors and by 2020, each member will represent 2,580 voters."

Previously the Conservatives had majority control with 40 of the 50 available seats. The remaining councillors comprised eight Labour members, one Independent candidate and one Liberal Democrat.

Following the election, the Conservatives have kept majority control of the council with 38 of the 48 seats. There was no change for the Labour party, who retained eight seats. The Liberal Democrats no longer have a presence on the council, while the number of Independents has doubled from one to two.

The changes mean that in Bicester there are now 12 councillors for four wards, replacing the past make-up of 11 members and five wards.

These are the councillors representing Bicester on Cherwell District Council:



Cllr Nicholas Mawer
Bicester North & Caversfield



Cllr Lynn Pratt
Bicester North & Caversfield



Cllr Jason Slaymaker
Bicester North & Caversfield



Cllr Debbie Pickford
Bicester West



Cllr Les Sibley
Bicester West



Cllr Jolanta Lis
Bicester West



Cllr Sean Gaul
Bicester East



Cllr Richard Mould
Bicester East



Cllr Tom Wallis
Bicester East



Cllr David Anderson
Bicester South & Ambrosden



Cllr Nick Cotter
Bicester South & Ambrosden



Cllr Dan Sames
Bicester South & Ambrosden

News

New Chairman of Oxfordshire County Council



Councillor Michael Waine was elected Chairman of Oxfordshire County Council in May 2016. He will

serve a one-year term of office as the ceremonial, non-political head of the council.

Cllr Waine said: "Having served as Vice Chairman to Cllr John Sanders during 2015-2016 and as a county councillor since 2005, I am aware of what this important job involves.

"I hope to visit each of the Oxfordshire localities to see the areas through the eyes of county councillors and attend one of their meetings so that I can see for myself all that is positive about our county and all that needs to be improved.

"As a Bicester councillor I also want to work with others to promote our growth towns, especially in the provision of balanced employment.

"An ongoing part of my year will be to fully understand the work of outstanding county staff and assure them of our appreciation.

"It is an honour and privilege to be elected to this role and to follow in the footsteps of a host of highly respected county councillors who have undertaken this job since the council was formed in the 1970s."

Bicester residents can win a year's free electricity.



Bicester householders are invited to join a new survey monitoring their electricity use.

Researchers at the University of Oxford will ask participants to fit a special electricity meter and record their activities over the course of a single day, using a diary or smartphone app. The survey will help to find ways of relieving peak demands on the UK's electricity grid and help make people more

informed in their use of electricity. To find out more about the METER project, watch a short online animation called 'Power People' by visiting www.energy-use.org/vid/intro.mp4



PROJECTS UPDATE

Opening of new town library

The new Chairman of Oxfordshire County Council, Councillor Michael Waine, together with Bicester Town Council, is celebrating the official opening of the town's new library on 4 July with a week of cultural activities across Bicester.

There will be contributions from schools across the town in places where locals might not normally see them. There is a full programme of events, culminating in a Proms Concert by the 90-member Oxfordshire Youth Orchestra.

The concert will take place in hangar 147 at Bicester Heritage, at 6.30 on Saturday, 9 July. Gates to the site will be open at 4.30pm for those residents who want to explore the site or have a picnic on the many picnic tables and benches scattered around.

Tickets are £10 and are available

from the Bicester Town Council website, Bicester Town Council offices, The Library, Coles bookstore and on the door.

Also during its launch week, the library will host an a display of artwork depicting the 9 decades of Queen's reign, produced by pupils from each of Bicester's schools.



PROJECTS UPDATE

Garth Park going from strength to strength



The play area in Garth Park is now open, and already scores of families have been taking advantage of the long-awaited splash area, the play area and large paddocks for playing games.

The café is thriving, with a breakfast served until 11am. At lunchtime a range of sandwiches is offered, made with bread baked on site. Also on offer are freshly prepared pizzas, jacket potatoes, spicy potato wedges, locally roasted coffee, locally sourced loose tea, and alcoholic beverages.

At the rear of the café building are two new public toilets which are cleaned and refreshed three times a day. A charge of 20 pence is made to access these facilities.

Meanwhile, work continues on the skateboard project. Local skate park users have committed to help raise a proportion of the fund, and it is hoped that the project will be completed within the next year or so.

Residents wanting to get involved in the skate park project or to contribute to the fund are invited to contact Bicester Town Council.

All signs point to makeover at nature reserve

A funding award of £41,000 will make Bicester's Bure Park Nature Reserve more accessible and easier to navigate.

The money follows a successful bid made by Cherwell District Council and Bicester Town Council to environmental body WREN. It will pay for 17 new fingerposts within the nature reserve and its vicinity, and an upgrade for five monolith-style signs.

Cllr Barry Wood, leader of Cherwell District Council, said: "This funding will facilitate vital improvements to one of Bicester's largest and best-loved public spaces.

"This nature reserve is the only one of its kind in Bicester. Not only does it enhance residents' journeys as they travel to connected destinations such as the primary school and local centre, it also plays a vital role in stimulating the area's biodiversity.

"The new monolith signs will offer a guide to the flora, fauna and ecology of the nature reserve, encouraging people to identify and appreciate the diverse species that call it home."

The signage, to be delivered by Cherwell in partnership with Bicester Town Council, will guide residents and visitors around the site with the intention of making it more accessible and increasing footfall to the reserve.

TRAFFIC AND TRAVEL

A41/Oxford Road Capacity Improvements



Work started as planned on 23 May with the digging of trial holes overnight. During the week beginning 30 May night work was undertaken to reline and realign the traffic lanes to create safe working areas on the A41 and Oxford Road.

Temporary traffic lights will be used from 31 May to 3 June. From 1 June tree clearance on the boundary of the old Tesco site will begin. From 6 June traffic management will be in place to allow the contractors to work on the verge of the A41 adjacent to the new Tesco car park and the verge of Oxford Rd in front of Little Chef.

Two lanes will be available to traffic as normal, although these will be slightly narrower and aligned slightly differently. There will also be night time (21:00 to 06:00) lane closures in place until 24 June.



Travel Choices

For more detailed and regular travel updates about current schemes, please [sign up](#) to our Travel Choices Bicester newsletter.

This page is intentionally left blank

Cherwell District Council

Executive

4 July 2016

<p>Annual Report and Review of the Brighter Futures in Banbury Programme</p>

Report of Director of Operational Delivery

This report is public

Purpose of report

To consider the activity and achievements of the Brighter Futures in Banbury Programme in 2015/16; the partnership activity and areas of focus for 2016/17.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note both the Brighter Futures in Banbury Programme progress made in 2015/16 and the areas requiring continuous improvement; and
- 1.2 To support the priorities for focus in 2016/17.

2.0 Introduction

- 2.1 The Brighter Futures in Banbury Programme is a targeted, long term programme of work, set up to increase life chances and address health inequalities within three wards in Banbury. A priority within Our District, Our Future is to tackle areas which rank on the lower end of the Indices of Multiple Deprivation. There are several areas in Banbury across the three wards of Ruscote, Neithrop and Grimsbury & Castle which rank amongst the 20% most deprived in the country.
- 2.2 The Programme is entering its sixth year and has a long term aim 'to create brighter futures for Banbury people', by tackling evidenced disadvantage and health inequality. The overall aim is to break the cycle of deprivation, but it is recognised that the route to a brighter future will be different for each individual. This Programme recognises that individuals have diverse needs around health, skills, access to services, housing and financial stability.
- 2.3 The Programme has six themes which are well developed over several years and supported by theme leads. Each year, an annual report is produced which looks back at recent activities and achievements and forwards in terms of priorities, areas of focus and the need for change.

3.0 Report Details

Activities and Achievements in 2015/16

- 3.1 During 2015/16, the programme has continued to meet its objectives and address the local challenges. The attached 2015/16 annual report details in section 3 the activities and achievements for each of the six themes.
- 3.2 2015/16 saw a greater focus on key local issues of health improvement and employability whilst maintaining the cross cutting thematic approach. The volunteering 'market place' events have continued; aimed at encouraging and recruiting more volunteers.
- 3.3 Particular successes in the last year include
- A further reduction in the number of young people not in education, employment or training.
 - All three children's centres increased their Early years Foundation Stage scores
 - The proportions of all pupils attaining a Good Level of Development (GLD) by the end of the Foundation Stage, in the prime areas of learning, improved in 2015 across the wards.
 - The attainment of Pupil Premium children in 2015 significantly improved in the Neithrop and Ruscote wards in comparison to 2013 and 2014.
 - 16 new affordable housing units for shared ownership were delivered, and a further 22 units were brought back into use as part of the Council's award winning Build! Programme.
 - 52 homes were improved through the intervention of the Council's Private Sector Housing Team.
 - There were 60 participants in the healthy cooking skills programme.
 - A reduction in anti-social behaviour incidents.
- 3.4 The focus on two health improvement and employability workshops was particularly beneficial with many new multi-agency actions and new initiatives arising as a result. This approach of concentrating on key issues is appearing to prove worthwhile and should be continued whilst the benefits arising are assessed over a longer period.

Key Issues and Future Challenges to Inform Priorities

- 3.5 There are a number of current challenges which need to be considered and addressed where possible as part of the Brighter Futures Programme. These include;
- Following the Welfare Reform and Work Act 2016, the lowering of benefit cap from £26,000 to £20,000 for families outside of London and from £18,200 to £13,400 for singles claimants.
 - The ongoing concern about the lower life expectancy of older people in the Brighter Future wards, particularly males.
 - The effects of public sector austerity in the form of service cuts to children's centres, day care centres and community transport.
 - Inconsistent primary school improvement and the drop in GCSE attainment in Banbury Schools.
 - Changes to ward boundaries and the impact on data gathering and analysis.

- 3.6 A response to these changes needs to be considered. The whole public sector is still under fiscal pressure with on-going austerity measures, and that welfare reform will continue. This means that the focussed approach of the Programme will be even more relevant in the future, as additional effort will be required to squeeze the maximum value out of the partnership resources available and to ensure they are targeted at those most in need.
- 3.7 It is anticipated that there will be a greater emphasis by Oxfordshire Clinical Commissioning Group beginning in 2016/17 through its emerging Health Inequalities Commission work to tackle health inequalities which will support the emphasis being placed on the health and wellbeing theme.

Proposed Priorities for 2016/17

- 3.8 Each of the current themes, and the objectives and priorities that underpin them, contribute to the longer term aims of the programme, reflect local needs and issues and take into account the impact of factors such as the availability of housing and public services, changes to the benefits system and educational attainment. Each theme aims to work at a local level to ensure that tangible outcomes are delivered; improving the quality of life and opportunities for residents across the key wards in Banbury. This approach should continue.
- 3.9 It is important that this themed approach continues especially where the changes highlighted in 3.5 above sit largely with one organisation but impact on many services delivered by others eg benefit changes. It is proposed that the key issues multi agency workshops continue in 2016/17 with Child Poverty (planned for July 2016), Educational Attainment (late Autumn 2016 to be informed by the 2016 exam results), and then Support for the Vulnerable in early 2017, which can consider the effect of OCC service and budget cuts. In addition, a follow up stakeholder event following the health and wellbeing workshop is planned for 2017.
- 3.10 Many of the above workshop issues are inter related where overlaps will exist but all are particularly relevant to the Brighter Futures Programme's objectives and can capture other partnership opportunities which are either emerging, or are in place.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Brighter Futures partnership has for several years continued to work effectively in focussing the best use of resources on those most in need. Harnessing work related to the six themes is proving valuable but continuous improvement eludes in some areas; specific areas of concern, which are well below comparative averages, remain
- 4.2 The context in which the partnership is operating is changing in relation to population, funding, and organisational change. Organisational and service change in a partnership context is particularly challenging.
- 4.3 The relatively recent 2011 census information has identified changes in the make-up of the ward population in relation to a big increase in private rented households, an increase in single adults, lone parents and HMOs, increasing ethnic diversity, and specific issues such as a lack of qualifications of lone parents. Of particular concern is the comparatively high level of child poverty in our wards.

- 4.4 It is important to periodically review the Programme and in light of the challenges described above, now is an appropriate time. There is a need to take account of current strengths and to consider what other partnership opportunities there are, along with specific issues which are relevant to the people of the wards being supported. This is why the continued focus proposed for partnership activity concentrating on child poverty, educational attainment, supporting the most vulnerable and health inequalities are all inter related, relevant to the Brighter Future's Programme's objectives and capture other partnership opportunities which are in place.

5.0 Consultation

Multi agency theme leads in Thames Valley Police, Oxfordshire County Council and Oxfordshire Clinical Commissioning Group

6.0 Alternative Options and Reasons for Rejection

- 6.1 Given the very wide ranging nature of the Brighter Futures Programme, there can be many different options and permutations of key priorities, areas of focus and mechanisms to progress. Therefore, no specific alternative options are identified.

7.0 Implications

Financial and Resource Implications

- 7.1 The Brighter Futures Programme is based largely on the combined resources of all partners. The Council does hold a residual budget for the Programme in a reserve account.

Comments checked by Paul Sutton, Chief Finance Officer, 01295 221634;
paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no specific legal implications arising directly from this report.

Comments checked by Richard Hawtin, Team Leader – Non-contentious Business, 01295 221695, richard.hawtin@cherwellandsouthnorthants.gov.uk

Risk and Equality Implications

- 7.3 The most significant risk arising from the Brighter Futures Programme is that of the effect of those in need who are currently supported, losing that support due to budget and service cuts across the public sector. The Programme is a form of mitigation but does not offer a complete solution to this.

Whilst the impact of service changes by different partner organisation is uncertain, as the focus and objectives of the Brighter Futures remain the same, it is not anticipated that there will be an adverse impact to equality groups of the Programme changes proposed in this report.

Comments checked by Caroline French, Corporate Policy Officer, 01295 221586, caroline.french@cherwellandsouthnorthants.gov.uk:

8.0 Decision Information

Key Decision

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

Most Banbury wards but specifically Ruscote, Neithrop and Grimsbury and Castle.

Links to Corporate Plan and Policy Framework

Cherwell: A Thriving Community - Delivery and extend the Brighter Futures in Banbury Programme to provide opportunities for some of the District's most disadvantaged people.

Lead Councillor

Councillor Kieron Mallon, Lead Member for Banbury Futures

Document Information

Appendix No	Title
1	The Brighter Futures in Banbury Annual Report 2015/16
Background Papers	
None	
Report Author	Ian Davies, Director of Operational Delivery
Contact Information	030000 30101, ian.davies@cherwellandsouthnorthants.gov.uk

This page is intentionally left blank



Cherwell local strategic Partnership

Breaking the Cycle of Deprivation and Tackling
Health Inequalities

The Brighter Futures in Banbury Programme

Annual Report 2015/16



**BRIGHTER FUTURES
in Banbury (BFiB)**



Contents

1. Foreword
2. Overview of the Brighter Futures in Banbury Programme
3. Brighter Futures Themes - Progress Update 2015/16:
 - Theme 1: Early Years, Community Learning and Young People's Attainment
 - Theme 2: Employment Support and Skills
 - Theme 3: Family Support and Young People not in Employment, Education or Training
 - Theme 4: Financial Inclusion and Housing
 - Theme 5: Health and Wellbeing
 - Theme 6: Safer and Stronger Communities
4. Health & Wellbeing Workshop December 2015
5. Employability Workshop March 2016
6. Data Update
7. Looking Forward - Issues and Future Changes to Inform Priorities for 2016/17
8. Contact details

1. Foreword

The Brighter Futures in Banbury Programme is a strong long term partnership delivering new opportunities, innovative projects and high quality focused services to those most in need in the Ruscote, Neithrop and Grimsbury and Castle Wards.

The Programme is rooted in strong partnership working and you will see many examples in this report of partnership in action, whether it be directly funding local community groups to provide services or sponsor new projects or working with local business to help match skills to jobs.

The need for strong partnership activity is greater now than it has ever been in the six year life of the Programme given the pressures on public sector finances. Innovative alternative service solutions are called for to mitigate the effects of reduced public sector services. This requires a sharp focus on using to best effect the collective resources available in Banbury.

The past year has seen a shift in emphasis from the six themes which are still in place to concentrate on a small number of key issues and to do so in depth. The multi-agency workshops on health improvement/health inequalities in December 2015 and employability in March 2016 are reported in detail in this annual report with a range of activities and actions now underway as a consequence of these workshops.

Brighter Futures is about ensuring that the wealth of opportunities and high quality of life we enjoy in Banbury is accessible to all, regardless. Our aims are outlined in detail throughout this report, but for me the most important elements of the Programme are ensuring young people growing up in the area have opportunities to build a future through access to training, education and healthy lifestyles, family support where needed, and are able to grow in strong and safe communities. This is why two areas of focus in 2016 will be understanding the causes and addressing child poverty in July and improving educational attainment and the skills of young people in the Autumn.

Our aim for 2016/17 is to continue the work of the last year, to renew our efforts and work to support local people, communities, business and community groups to make Banbury a thriving and economically sustainable town, a great place to live, work and raise a family.

Councillor Kieron Mallon

Lead Member for Banbury Brighter Futures, Cherwell District Council

2. Overview of the Brighter Futures in Banbury Programme

Cherwell Sustainable Community Strategy - Our District, Our Future

The Cherwell Sustainable Community Strategy, Our District, Our Future, was launched in February 2010, following extensive consultation with over 100 local organisations and community groups. This strategy sets out a long term vision for the future of the district and shapes how the Local Strategic Partnership will work together. The Brighter Futures in Banbury Programme is a fundamental part of delivering this shared vision; ‘a diverse economy with opportunities for all, vibrant communities connected by a sense of pride, place and purpose’.

Brighter Futures in Banbury is a targeted Programme of work, set up to increase life chances and address health inequalities within three wards in Banbury. A priority within Our District, Our Future is to tackle areas which rank on the lower end of the Indices of Multiple Deprivation. There are several areas in Banbury across the three wards of Ruscote, Neithrop and Grimsbury and Castle which rank amongst the 20% most deprived in the country.

Brighter Futures in Banbury – Programme Aims and Objectives

The Programme is entering its seventh year and has a long term aim ‘to create brighter futures for Banbury people’, by tackling evidenced disadvantage and health inequality. The overall aim is to break the cycle of deprivation, but it is recognised that route to a brighter future will be different for each individual. This Programme recognises that individuals have diverse needs covering issues around health, skills, access to services, housing and financial stability.

For individuals to realise their full potential the basic ingredients need to be right: a decent home and physical surroundings, access to services and opportunities, secure income, good health and well-being, a feeling of safety and a sense of connection or belonging in the local community.

There has been considerable investment by many agencies over many years into deprivation and health inequalities. For example, the Council’s stock transfer to Charter Community Housing in 2004 created the investment needed to bring many of the homes in the area far above a minimum decent standard. However, on-going research highlights the areas of Ruscote, Neithrop and Grimsbury and Castle as being where this Programme should focus, particularly to:

1. improve skill levels and educational attainment
2. improve employability, focusing particularly on young people
3. improve financial situations, addressing debt and financial inclusion
4. improve educational attainment through better numeracy skills and family engagement

5. good quality mixed housing, affordable and in well managed environments
6. good access to amenities including shops, health centres and leisure facilities
7. improve life expectancy with improved overall health and well being
8. reduce the clear inequality gaps with low life expectancy
9. reduce the high rates of teenage pregnancy
10. build a safer more connected community where residents feel socially included
11. target specific support to vulnerable people, families and children in need

But this Programme is not all about new initiatives, much will be about improving the outcomes from current activities through better co-ordination, co-location and better multi-agency working.

This Programme has long term aims and objectives, however it also aims to adapt to changing circumstances and respond to local needs. As part of this each of the themes across the Programme has responded to the on-going economic challenges that have an inevitable impact on the local area, its businesses and economic wellbeing.

Likewise where new policy provides an opportunity to do things differently the Programme responds to these. Examples over recent years have included early adoption of the 'Thriving Families' agenda, implementation of strong partnership approaches to early intervention through the Banbury Hub at Woodgreen, proactive work to address the impacts of welfare reform and the use of Local Strategic Partnership Funds to directly support projects that support the Programme objectives.

This report sets out the key themes that made up the Programme during 2015/16 and some of their associated work to improve the lives of residents in the least affluent areas of Banbury. It also looks forward, setting out new priorities and areas of focus for 2016/17.

In addition to the themes in the Action Plan, there are three core principles for this Programme:

- ➔ community engagement and consultation
- ➔ raising aspiration and ambition
- ➔ capacity building through multi agency working

Lead Partners involved in the direct delivery of the Programme's work themes are;

Cherwell District Council

Oxfordshire Clinical Commissioning Group

Oxfordshire County Council

Thames Valley Police

The Six Themes to Deliver the Programme Objectives:

Programme Objectives	Theme	Key Priorities
<p>Improve educational attainment through better numeracy skills and family engagement</p> <p>Improve skill levels and educational attainment</p>	1. Early Years, Community Learning and Young Peoples Attainment	Ensuring children get off to the best start in life, that young people, families and communities are supported in their aspirations and educational attainment
<p>Improve skill levels and educational attainment</p> <p>Improve employability, focusing particularly on young people</p>	2. Employment Support and Skills	Working with local residents and businesses to support skills development, access to training and employment support.
<p>Target specific support to vulnerable people, families and children in need</p> <p>Improve employability, focusing particularly on young people</p>	3. Family support and young people not in employment, education or training	Supporting children, young people and families with complex needs.
<p>Improve financial situations, addressing debt and financial inclusion</p> <p>good quality mixed housing, affordable and in well managed environments</p> <p>good access to amenities including shops, health centres and leisure facilities</p>	4. Financial Inclusion and Housing	Ensuring there are accessible advisory and support services for those facing challenging financial situations and delivering high quality affordable housing options and opportunities
<p>Improve life expectancy with improved overall health and well being</p> <p>reduce the clear inequality gaps with low life expectancy</p> <p>reduce high rates of teenage pregnancy</p>	5. Health and Wellbeing	Improving life expectancy and reducing health inequalities through improved health and well-being
<p>Build a safer more connected community where residents feel socially included</p>	6. Safer and Stronger Communities	Reducing crime and anti-social behaviour and ensuring local residents feel safe

3. Brighter Futures Themes - Progress Update 2015/16

Theme 1: Early Years, Community Learning and Young People's Attainment

This theme aims to ensure that children get off to the best start in life, that young people, families and communities are supported in their aspirations and that educational attainment supports opportunity to build a long term economically independent futures. It is linked to the following programme objectives:

Early Years Update

The proportions of all pupils attaining a Good Level of Development (GLD) by the end of the Foundation Stage, in the prime areas of learning, improved in 2015 across the wards. The attainment of Pupil Premium children in 2015 significantly improved in the Neithrop and Ruscote wards in comparison to 2013 and 2014 and as such 'narrowed the gap'. Whilst attainment is moving in the right direction reflecting the low starting points for these pupils, figures have improved nationally so attainment across the wards was still below national and Oxfordshire average.

Children's Centres

Children's centres are considered by communities to be a central point in the locality where they can gain information and services. Children's centres are a non stigmatising service, open to all parents but extra support is given to those families most in need. Children's centres are a well-established, focal point and parents who use the centres support others to attend. This is most notable in terms of domestic abuse and mental health issues which are often hidden until a crisis. Children's centres are very effective in reducing social isolation and improving social integration and building social capacity.

The number of families registered as attending a children's centre in the Brighter Futures wards has increased in all three centres this year. 91 families received one to one support this year.

All three children's centres in the Brighter Futures area have extremely well designed outdoor play space. They all offer Forest School and outdoor events which particularly support families who may not have outdoor space.

The Sunshine Centre runs two Saplings groups a week which are a partnership with maternity services. This group is for more vulnerable families and is essential in breaking down barriers to access. Outreach workers from The Sunshine Centre plus the other Banbury Children's Centres support parents to enable them to attend and work with them on an ongoing basis as necessary. This group has recently won a Health Award for good practice in partnership work.

All three children's centres run groups for children experiencing delayed or learning difficulty. Many of the children who attend are those who have either been directly referred from Social Care workers, Health Visitors, Early Years Special Educational Needs Team and Paediatricians. The children come into the group for a variety of reasons, either family crisis or development/behaviour concerns. There is a 100% success rate in settling the children in this small group environment, work on alleviating separation anxiety often exhibited by both parent and child. Parents are supported in their parenting role and staff and parents work on the child's needs in

terms of the Prime EYFS areas. All children achieve a degree of positive change in these areas. Staff are also able to identify at a very early stage concerns about a child's development and support and or refer on as appropriate.

The child's transition into early years setting is as smooth as possible and staff spend time in ensuring this is carried out to best effect, by continuing to run during holidays/or where necessary, accompanying the child to the new setting for initial visits.

The work that children's centres do in terms of readiness for school has contributed to the increase in EYFS scores. All three children's centres have increased EYFS scores ranging from a 2.4% to a 10.69% increase. The recent national evaluation of children's centres demonstrates improved outcomes regarding the Home Learning Environment which is particularly evident for more vulnerable families. The three children's centres in the Brighter Futures wards have continued to support parents in taking up the two year old entitlement offer. Data for this in all three wards is well above the Oxfordshire average.

Children's centres have supported parents in their parenting role. 18 courses to support parenting and healthy lifestyles have taken place across the all centres this year. Children's centres also support adult learning in their rolling programme of adult learning courses that the centres support through crèche provision, encouraging parents to attend and supporting parents with their studies. Such courses often lead to parents gaining qualifications, particularly English, Maths, ESOL and in areas such as Social/Child care qualifications. This helps parents' employability. All centres have very good evidence of improved outcomes following interventions to support parents in terms of economic wellbeing, e.g. debt and housing support, support into work and by offering on-site childcare where it is available.

All three children's centres in the Brighter Futures area have outreach workers to support families in taking up provision offered as well as one to one work. Without this outreach the most vulnerable would not access services on offer. The outreach workers who work with the Asian communities are very well regarded and trusted and their work is essential in reducing inequalities.

Further information:

Pam Beal / AN Other (Schools Rep)
Oxfordshire County Council

Key Partners:

Any voluntary sector group pertinent to a particular issue would be invited onto the theme sub-group.

Links to schools and other county services – adult learning, family learning, extended schools services, children's centres and libraries. Family learning in children's centre provides an opportunity for community engagement.

Strong links to schools and other county services around education and attainment – adult learning, family learning, extended schools services, children's centres and libraries.

Theme 2: Employment Support and Skills

Key activities and achievements

Work has continued throughout 2015/16 to support the sustained improvement of employment skills and to increase overall employability, within both the existing and future local labour market. Focus has been increasingly on employer requirements, with the objective of narrowing the gap between local business needs and the availability of a skilled workforce.

Increased Job Fair Activity

More Job Fairs have been delivered this year than ever before; three in Banbury in addition to another three in Bicester. They have been designed to maximise attendance of and positive outcomes for the recruiting businesses and service providers as well as for the visiting job seekers.

Venues and timing of the fairs in Banbury have varied to help ensure as wide a coverage and access as possible. A late afternoon/early evening event at Banbury Town Hall attracted significant numbers of working people seeking a career change, those who feel under-employed and a number of younger jobseekers accompanied by their parents. A midsummer Job Fair used the local Army Reservist Centre as a venue, encouraging engagement with new employers and offering a practical alternative for those visitors using cars.

Interest in and attendance at the September event was significantly boosted by, amongst other factors, the presence of key Banbury Gateway employers, increased availability of other local agencies and support services and the change in timing.

Banbury Job Fair figures 2015/16

	Venue	Date and time	Visitors	Employers
Midsummer Job Fair	Army Reservist Centre, Banbury	Wed. 24 June 2015	100	12
Autumn Job Fair	Banbury Town Hall	Tues. 15 Sept. 2015 4pm - 7.30pm	301	36
Early Spring Job Fair	Banbury Town Hall	Tues. 23 Feb. 2016 10.30am - 2pm	170	30

Continued Job Club Delivery

Regular Job Club drop-in sessions continued to be delivered in Banbury town centre, with the regular participation of local employers and other relevant service providers. The Job Club sessions were particularly supportive of employer recruitment for the new Banbury Gateway development. Amongst the employers using the Job Club as an opportunity to recruit were Marks and Spencer and Primark, who between them sought to recruit over 100 members of staff for their new retail outlets. Numbers of visitors to the Job Club during August were significantly higher, as job seekers took advantage of the presence of major employer representatives as well as relevant support services such as National Careers Service and expert CV writing help to support successful on-line applications. Almost 100 people visited the Job Club on August 28th alone.

The Job Club has also been run from within the Castle Quay Shopping Centre, to increase people's awareness of and access to job opportunities and employment support.

Banbury Job Club figures 2015/16

Total number of drop-in sessions delivered	Total number of individual visits across all drop-in sessions
25	524

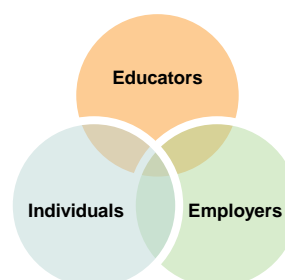
Economic Activity Impact

The direct work carried out with jobseekers and employers has contributed to the on-going increase in local employment rates. From December 2014 to December 2015, the percentage of those aged 16-64 who were economically active in Cherwell rose from 76.6% to 79%. The number of Job Seeker Allowance claimants in Cherwell has remained steady; figures for one of the key BFiB wards reflect this stasis while the other two showed even further falls from 2015 levels.

Ward	03/2015	03/2016	+/-
Banbury Ruscote	1.4% (75)	1.1% (60)	-0.3%
Banbury Neithrop	1.3% (50)	1.0% (35)	-0.3%
Banbury Grimsbury and Castle	1.2% (90)	1.2% (90)	same

Employability Workshop

The year concluded with an Employability Workshop held at Banbury College. It proved to be a popular and well-attended event with wide representation from across the local community. Delegates contributed thoughts and ideas through workshops that focused on three specific groups that have a key role in ensuring the future employability of Banbury; Educators, Employers and Individuals.



This has resulted in the production of an Action Plan, which looks to build on and continue the positive work being carried out across the BFiB area while also driving crucial activity and much needed progress associated with student aspirations, their career plans and the availability of and access to relevant employment opportunities.

Further information:

Theme Lead: Steven Newman
Cherwell District Council

Key Partners: Any voluntary sector group pertinent to a particular issue would be invited onto the theme sub-group: Other link agencies / staff are:

Job Clubs: led by Victoria Prentis MP, coordinated by Cherwell District Council (CDC), working with Oxfordshire County Council (OCC), Job Centre Plus (JCP), Oxford and Cherwell Valley College (OCVC), Oxfordshire Business Enterprise and local employers

Skills Development is led by OCC, OCVC (Get that Job) and at Children's Centres such as the Sunshine Centre

Career Advice and Guidance: through Next Steps contracts held by providers such as OCC Adult Learning and OCVC

Volunteering as a route back to employment: V-involved and Community and Voluntary Sector

Work Ready schemes: Job Centre Plus

Apprenticeships, Future Jobs Fund and Foundation Learning: OCC, OCVC and National Apprenticeship Scheme

Theme 3: Family Support and Young People not in Employment, Education or Training

The primary focus of this theme is providing support to children, young people and their families with complex and diverse needs. The project uses an early intervention approach and aims to ensure that young people can make the most of the opportunities available to them. As well as providing support to families with specific needs, such as young carers, the objectives within this theme aim to prevent issues before they occur and work undertaken includes diversionary activities to prevent anti-social behaviour, crime and school exclusions.

The work undertaken as part of the project is done so out of the Banbury Hub which is based in the Woodgreen area of the town. This theme sits alongside the work undertaken by other County Council departments including the children's centre and work supporting educational attainment and early year's development.

NEET figures continue to stay on target and the following is in place to provide the appropriate support and maintain the target level:

Banbury, Employment and Training Forum

This form meets quarterly (contains 50-60 members) to share information and best practice and generate new activities to reduce the numbers of young people who are 'NEET'.

Working with Job Club Partners

By working together and joining up adult and young people's services we now have job clubs and drop-ins running in all areas of Banbury every day of the week at varied times.

National Citizenship Service

National Citizen Service (NCS) is open to all 16 and 17-year-olds in England. It helps to build skills for work and life, helps young people to take on new challenges and meet new friends. A valuable personal development opportunity for young people to bridge into employment, education or training on leaving School.

Prospects

For young people aged 16-19 years old or 25 for those who have a learning disability who require more intensive support to find education, training, apprenticeships and employment opportunities.

Youth Contract Mentors – YMCA Training

For young people aged 16 or 17 year olds who are not currently in training, specifically young people who are or were in care, young people who have one GCSE at A*-C (or less than 2 GCSEs) or young offenders released from custody.

Progress Coaches - Skills Training UK

Support for families affected by unemployment, specifically where one member of the family is claiming a working age benefit, the claimant is not working or is working less than 16 hours, the claimant is legally resident in the UK and isn't on the Work Programme..

Banbury Hub Early Intervention Offer to Schools

A full menu of projects and programmes offered to Banbury Primary and Secondary School including workshops designed to support students to engage with their learning including, music, art and cycle and outdoor learning programmes.

Raising Participation Age Strategy

This plan sets out to ensure we work with schools to ensure they are fulfilling their duty in relation to impartial and independent careers advice and linking with employers to increase apprenticeship and learning opportunities.

Youth Engagement and Opportunities Team (YEO)

Part of the work of this team is to collect and use data to track young people after leaving school to ensure they do not become 'NEET'.

OXME website

Oxfordshire's website for young people. It is split into two sub sites, one for young people aged 8-13, the other for young people aged 13-19 (up to 25 where there are difficulties, vulnerabilities, or disabilities). They provide young people, staff, parents and partners with a variety of information and communication tools including e-info bulletins, direct mailing, social networking, secure web chat and more. OXME contains a directory of Foundation Learning Provision and employment and training opportunities available locally.

Volunteering and Mentoring

Volunteering and mentoring programmes are offered by the hub and these can often lead to sustained employment within the County Council or with other employers.

Other Hub Activities

The Music Workshop worked with 57 unique persons

The Bike Workshop worked with 51 unique persons

Family Links Parenting Course worked with 17 families

Take 3 Parenting Course worked with 52 families

The Autism Group had a total attendance figure of 271 people over 27 meetings

The Community Bus Project held 23 sessions and had 217 total attendees

The Senior Youth Club has run for a total of 52 sessions over this time period. The total attendance figure is 2713.

Junior Youth Club has had a total of 2401 attendees over 40 sessions

Other activities and programmes included The Freedom Programme, Fishing Trips, The day Programme, Bounce Back for Kids, Chelsea's Choice, Boarderline Project, Managing Strong Emotions, Reality Works, Relax Kids, Sexual Health, Young Carers, Girls Dance, Sports Activators and Hub Gym.

Further information:

Theme Lead: Helen Kilby
Oxfordshire County Council

Key Partners: Any voluntary or community sector group pertinent to a particular issue would be invited onto the theme sub-group, specific activity or initiative.

Theme 4: Financial Inclusion and Housing

This theme has continued to focus on ensuring there are accessible advisory and support services for those facing challenging financial situations and delivering high quality affordable housing options and opportunities.

Improving Financial Situations

Citizens advice (CA) continue to be contracted by Cherwell to provide money and debt advice. 6,316 people received advice about money and debt issues compared to 5,033 in 14/15. 2,177 (34%) were resident from BFiB wards. Although there has been an increase in the total numbers seen by CA, the number and percentage of clients supported from BFiB wards has reduced when compared to 2014/15 when 2,421 (48%) people were seen from BFiB wards. Enquiries about benefits/tax credits, debt and housing related debts remain the main reasons for people seeking advice.

Volunteer Connect, support people into education, employment and volunteering opportunities, and gain new skills to help people off of welfare support and into financial independence. The number of people supported this year has remained at 43 which included supporting 6 people into paid employment

The initial Credit Union (CU) development project ended in April 15. Cherwell and Sanctuary Housing have since agreed to jointly fund further development of CU services throughout the District and will be implemented into Citizens Advice offices and community centres, to ensure that residents have access to affordable loans and saving opportunities.

Banbury Young Homeless Project, (BYHP) continue to provide support to young people aged between 13 & 25 across Banbury who are vulnerably housed, and providing employability training and work opportunities. BYHP supported 395 young people over the past 12 months. An increase of 38% on the previous year.

Access to Housing

The Beacon Centre in Banbury has continued to provide a drop in centre for those who are homeless or vulnerably housed. The centre provides holistic support to individuals alongside Connection Floating Support who attend 2 days per week to provide support on claiming benefits, debts and referrals to other agencies including GP's, drink and drug or mental health services. 3804 individual visits were made to the Beacon Centre in the past year by 263 individuals.

16 new affordable housing units for shared ownership were delivered in the past year at Orchard Lodge. A further 22 units were also brought back into use as a result of the Council's intervention including five units on Middleton Road at St Leonards House as part of the Council's award winning Build! Programme.

A total of 52 homes were also improved through the intervention of the Private Sector Housing Team offering a range of different grants to landlords and tenants. The Private Sector Housing Team also attended a Knowing Your Community event held at Grimsbury Community Hall to help raise awareness of support available for people in rented accommodation.

The Cherwell Bond Scheme is delivered by Cherwell District Council to offer support for households who are at risk of homelessness to cover the deposit often required by landlords. All properties used are let at Local Housing Allowance rates to ensure sustainability. 31 households we supported in the past year via this scheme, 21 of these were into tenancies within the BFIB wards.

Homelessness

Nationally the number of people approach local authorities as homeless continues to increase. 15 households from BFIB wards were accepted as being owed a full homeless duty by the Council in the last 12 months. This is an increase of four from the previous year.

Emerging Priorities

The Welfare Reform and Work Act 2016 recently received Royal Assent. The most notable impact from this legislation is the introduction of a new benefit cap reducing from £26,000 to £20,000 for families outside of London and from £18,200 to £13,400 for singles claimants. Working age benefits are also to be frozen for four years including Local Housing Allowance, Job Seekers Allowance, Income Support and Tax Credits.

Universal Credit (UC) is also to be rolled out to wider groups in the coming year. Cherwell is not expected to be included in any roll out during 2016 but is likely to see further progress during 2017. This will result in claimants receiving one benefit payment per month instead of the weekly/fortnightly payments currently received and will include Housing Benefit payments being paid direct to the claimant (unless there are special reasons why this should be paid to their landlord). This will require people to be ready to budget and manager their money efficiently and support will be needed for those who are unable to do this.

The existing money and debt contract between Cherwell District Council and Citizens advice is due to expire in March 2017. Initial work to explore opportunities for future provision have started and will continue to progress throughout the year.

Affordability of accommodation is becoming a challenge for those on low incomes to access. Private rented accommodation is often significantly more expensive than the local housing allowance rates people are eligible to receive. Rents are expected to increase further with the welfare reform changes mentioned above and a buoyant private rental market seeing rents increasing 2.8% over the past year nationally.

Reduction in County Council funding for Housing Related Support is to be introduced as part of the County Councils budget reductions. It is expected that £1.5 million will be cut leave a significant deficit in the support available for people rough sleeping within the District and may also impact upon floating support services. The District Councils are currently working with the County Council to plan for how any future provision can be provided.

The Housing and Planning Act 2016 has also received Royal Assent this year and introduces new legislation to all forms of housing including Social Housing, Private Sector housing and the way in which affordable housing is delivered by local authorities. The impact of this legislation will need to be monitored throughout the year.

Further information:

Theme Lead: Chris Weight
Cherwell District Council (Housing Team)

Key Partners: Any voluntary sector group pertinent to a particular issue would be invited onto the theme sub-group. Other link agencies/ staff are:

- Sanctuary Housing, Central Government (DCLG) Citizens Advice Bureau, Homes and Communities Agency, Oxfordshire County Council, Banbury Community Church, Oxford and Cherwell Valley College, Housing and Habitat for Humanity, BPHA, Age UK
- Benefit support, debt counselling, debt prevention – JCP, CDC's Benefits Advisors, Citizens Advice Bureaux and their Capability Workers, Sanctuary Housing Association Inclusion Team, Christians Against Poverty and Oxfordshire Advice Project

Theme 5: Health and Wellbeing

This theme aims to:

- improve disease free life expectancy in the above wards and
- reduce the inequality gap between those wards and other more affluent wards by improving physical and mental health and well-being and maintaining the low rate of under-age conceptions.

There have been many health improvement initiatives undertaken and many more to follow as a consequence of the December 2015 workshop on this subject which are provided in more detail in section 4 but the following two are of particular note in 2015/16.

Banbury Healthy Cooking Skills

During 2015, the Banbury Healthy Cooking Skills project, which is part of the BFiB Programme, has conducted seven 'standard' courses; three 'healthy takeaway' courses and two one-off sessions. One of the latter was part of the Sunshine Centre Children's Centre summer fun day, with a demonstration and tasters of healthy snacks.

Sixty participants with an age range of 16 to 67 have taken up the five week courses. These have included clients from the children's centres; St Leonards School; an Adult Learning group from Redlands and a group of NEETS (young people who are Not in Education, Employment or Training) at the Banbury Hub at Woodgreen. Overall, participants' increased their confidence and skills to cook and the percentage of people 'cooking from scratch' on seven days of the week increased from 12% before the course to 28% after the course. Participants were buying fewer ready meals and shop bought takeaways and consuming more fruit and vegetables and less salt and sugar.

EU Migrants' Health and Social Needs

Oxfordshire Clinical Commissioning Group and Cherwell District Council worked in partnership to respond to an issue highlighted at the June Cherwell LSP meeting as to what engagement was being conducted with recent EU migrants. To ascertain the needs and issues of the community, a questionnaire was devised and conducted with 29 community members through an arranged event and at various locations.

35% of respondents were from Poland, 10% from Croatia; 7% each from Romania, Slovakia, Belgium, Bulgaria and Estonia, with other countries making up the total. The majority were aged 26- 35 years and 83% were female. Over half had been living in the UK for 6 years or more. They access services such as GPs; school clubs, college, nursery, gym and libraries and over three quarters did not require language support to access services. 86% are in employment and 50% live in private rented accommodation, with 21% having a mortgage and 4% living in just one room. All respondents were registered with a GP Practice, but only half were registered with a dentist. 76% reported their physical health status as 'good'. Most receive support and advice from immediate family and work friends and only 8% were aware of voluntary organisations such as MIND. Questionnaires are still being conducted on an ad hoc basis.

The results will be fed back to the Cherwell Local Strategic Partnership and as part of the Brighter Futures health plan, there will be further input with the community to ensure that information on health and voluntary services is more widely available.

Further information:

Theme Lead: Maggie Dent, Health & Wellbeing Theme Lead
Merlyn Mistry, Public Health

Key Partners: Partnership working with statutory, voluntary and community sector organisations and staff and local stakeholders, such as:

- Community Health staff
- Children's centres
- Home Start
- Midwives
- Black and Minority Ethnic Groups
- Early Intervention Hub
- Banbury Young Homeless Project
- Sanctuary Housing
- Redlands/ Southern Health
- Oxfordshire Fire & Rescue Service

Theme 6: Safer and Stronger Communities

All the officers across the Cherwell and West Oxfordshire Police Area work hard to keep our communities safe from harm. In particular this means working to identify and protect those who are most vulnerable in our communities. This update details some of the work that has been done over the past 12 months by the Neighbourhood Policing Teams that police the Brighter Futures wards in Banbury. As can be seen below (See Fig.1) the Banbury Town and Ruscote Hardwick and Neithrop Neighbourhoods account for 30% of the calls for service to the Local Police Area.

Fig. 1. Calls for Service for period 01/05/2015 to 30/04/2016

Neighbourhoods	Count	% of LPA
Banbury Town and Grimsbury	5,897	18.2%
Ruscote / Hardwick / Neithrop	3,832	11.8%

Crime Reduction Work

The Ruscote Hardwick and Neithrop Neighbourhood teams (RHN) have done regular visits to the schools in our communities. They attended primary school summer fetes in 2015 to promote crime prevention and safeguarding messages. In October, the teams again visited schools to talk with children about staying safe and anti-social behaviour at Halloween and bonfire night. Over this period the team also increased patrols to ensure everyone had a safe and enjoyable time. The RHN team also attended parent's evenings at Hanwell Fields & Orchard Fields schools with the Neighbourhood Watch co-ordinator to talk to parents about setting up schemes in the area.

The teams have held a number of bike marking and crime prevention events over the last 12 months. In particular they have promoted crime prevention advice in relation to improving home security as part of our autumn and spring burglary campaigns. Our crime prevention advisor contacts anyone who is a repeat victim in order to offer bespoke crime prevention advice.

The Neighbourhood teams have worked closely with retailers and local businesses at the Lockheed Close Retail Park. A number of the stores have joined the Cherwell Crime Partnership. This is an accredited crime reduction scheme, whose aim is to combat crime, disorder and anti-social behaviour. There had been complaints that there were a number of people using the car park at the location in an anti-social manner. Recently CCTV has been installed at the location which has seen a dramatic reduction in calls related to this issue.

Work with partners to ensure local residents have opportunities to participate in their communities

On the run up to Christmas 2015, the RHN Neighbourhood team worked alongside local retailers to provide Christmas hampers for elderly and vulnerable residents. Hanwell Fields Community School hosted a Christmas dinner for these residents and the children sang Christmas carols. The team handed out the hampers after lunch and a great time was had by all.

The Neighbourhood teams work closely with partners to ensure vulnerable persons are identified and sign posted to organisations that can offer support. For instance we will make referrals to Age Concern, Social Care and other appropriate bodies where we identify a concern in the course of our work. We attend multi agency meetings which look at both vulnerable adults and vulnerable children, such as the Oxfordshire Missing Person Panel, which looks at vulnerable young people who regularly go missing. In addition we attend the Vulnerable Adults meeting chaired by Cherwell District Council. This is a meeting that looks at vulnerable and homeless adults and how they can be supported.

Activities to target key groups to reduce offending

The RHN team have delivered F.A.K.E training (Firearms and Knife crime Education programme) to the air cadets. It has also been delivered to St Josephs, Orchard Fields and William Morris Primary Schools. F.A.K.E training is an interactive discussion process using visual aids with a large selection of suitable videos for a particular audience and year group. In addition they have completed a number of school talks at our local primary schools. They visited Hillview and Hanwell Fields to talk to the children about keeping safe, bullying and anti-social behaviour.

PCSO Baylis, PCSO Walker & PC Allen have completed talks with the children at the Sunrise Multi Cultural Project & PCSO Baylis continues to sit on the committee & work closely with the project.

The Banbury Town Neighbourhood team have run a number of initiatives throughout the last twelve months to promote awareness of child sexual exploitation. In August 2015, it ran a week long operation which aimed to promote awareness of the issue of child sexual exploitation. This operation also involved targeted patrols in areas that may be used by offenders for the grooming of vulnerable persons such as parks.

Partnership projects to tackle local issues

Over January and February members of the Neighbourhood teams helped at Junior Citizens which is hosted, by Oxfordshire Fire and Rescue Service. Internet safety and 'stranger alley' were the stations that were covered by the team. These provide a safe and interactive way of demonstrating potentially dangerous situations and how the children should deal with them.

The Banbury Town team have worked closely with Park Rangers to improve the environment for those using Moorfield Park. They have conducted patrols of the area and worked to improve play equipment at the location. The team have taken positive action against offenders who have caused damage in the park.

The Neighbourhood teams have recently completed surveys with members of the public asking them what issues concern them the most. The top 3 issues identified by the RHN team are ASB, speeding and parking.

Over the last 12 months the number of reported incidents of anti-social behaviour across Banbury has reduced as can be seen in Figure 2.

Further information:

Theme Lead: John Batty
Thames Valley Police

Key Partners: There are a number of forums for dealing with prolific offenders, crime and disorder issues, community development objectives and family support involving joint working with:

- Thames Valley Probation
- Oxfordshire County Council: Youth Offending Services, Social Services and Fire Service
- Cherwell District Council Housing, ASB and Environment, Cleansing and Street Wardens
- Registered Social landlords
- Community groups and voluntary providers linked to a range of bodies including the Community Development team of Oxfordshire CC, Cherwell DC, and The Hill Youth Club

4. Health & Wellbeing Workshop December 2015

A refresh of the Brighter Futures programme commenced with the Health and Wellbeing theme. A half day workshop was held on 9th December, which was attended by over 40 stakeholders. The focus of the event was 'reducing health inequalities' and delegates were requested to complete a short template in advance, outlining services and projects they or their organisation already have in place to tackle health inequalities. The workshop breakout groups were divided into four key themes which also framed the actions arising from the workshop:

1. Children - All children have a healthy start in life
 - a. Increase play and physical activity opportunities
 - b. Mental Wellbeing
 - c. Support healthy eating, breast feeding & oral health promotion
2. Young People - Young people adopt healthy habits, avoid risky behaviours and fulfill their maximum potential
 - a. Early Intervention
 - b. Prevention
 - c. Protection
3. Adults - Adults make healthy choices to reduce their risk of illness and premature death
 - a. Health Improvement: Education and Information
 - b. Mental Health
 - c. Access: Patient transport and language.
4. Older People - Older people live longer, healthier lives with a positive end of life experience
 - a. Volunteering Promotion
 - b. Health Improvement/Protection

Additionally, there were three dimensions to each theme of mental health, health improvement and access.

The workshop attendees identified and prioritised the issues raised and subsequently either suggested 'new' actions or projects to address these, or highlighted existing initiatives that were perceived to be making a difference, which should be continued.

The outcomes from the event were drafted into an action plan (see below) which was shared with the stakeholders for their feedback. Some actions are already being taken forward or are being scoped for feasibility. These include liaison between Katherine House Hospice and local Black and Minority Ethnic (BME) communities, to increase awareness of hospice support services; information sessions with BME communities in partnership with the NHS breast and bowel screening services; linking voluntary sector mental health workers to brief advice training. Scoping is also being done to increase physical activity and promote health messages among children; promote joined up working for vulnerable young people; explore the possibility of setting up a community action partnership to tackle underage drinking and facilitate access to health messages and services, especially to vulnerable adults and older people.

A follow up stakeholder event will be planned for early 2017.

THEME 1: CHILDREN

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Increase play and physical activity opportunities	<ul style="list-style-type: none"> ▪ Under 8 – enhance youth activities ▪ Childcare for parents to participate in physical activities 	Continue Cherwell District Council's (CDC) 'Fundango' initiative: 'movement play'. 01295 221729 artsandvisitorservices@cherwell-dc.gov.uk	Ongoing	Nicola Riley	
		Continue CDC Holiday Activities for children in groups of 5-7 and 8 years plus. http://www.cherwell.gov.uk/index.cfm?articleid=8783	Ongoing	Nicola Riley	
		Research provision of childcare facilities at Banbury Leisure Centre, to enable parents to participate in physical activity	April 16	Sharon Bolton	
	<ul style="list-style-type: none"> ▪ Fitness equipment in the parks ▪ Play areas in new housing areas ▪ Forest schools for families ▪ Play Rangers and Street Play 	Research if further fitness equipment in the parks is planned (some equipment is already in situ in Spiceball Park)	March 16	Nicola Riley- CDC Mike Hall and Samantha Farrow (Banbury Town Council)	
		Research current and planned provision of play areas in new housing developments and proposed upgrade of existing equipment with CDC Planning Department and Banbury Town Council	April 16	Nicola Riley-CDC Mike Hall and Samantha Farrow (Banbury Town Council)	
		Ascertain participation levels from Banbury/ Banbury Schools in Forest School for Families (Hill End)	April 16	Maggie Dent Merlyn Mistry/ Jon Wild	
					Hill End contacted Jan 16

		Scope feasibility of 'play rangers' and 'street play' opportunities with CDC	March 16		
<p>▪ Schools and School playing fields</p>		Include health messages in 'road safety' initiatives	March 16	Merlyn Mistry/ Oxfordshire Fire & Rescue	
		Promote 'walking buses' and link to campaigns	June 16	Schools/ Public Health/ County Council	
		Incorporate a fitness element into fire station visits to schools, which have a focus on Year 6.	March 16	Merlyn Mistry/ Oxfordshire Fire & Rescue	
		Explore increasing physical activity in school, working with other partners	May 16	Merlyn Mistry/ OXSPA/ Jon Wild	
		Research through Oxfordshire Sport and Physical Activity partnership (OXSPA) how schools use their Pupil Premium and whether any is used for physical activities.	March 16	Merlyn Mistry/ Healthy Weight Steering Group	
		North Oxfordshire Academy (NOA) sports facilities are available for hire. Telephone 01295 221703.	Ongoing	NOA / Sharon Bolton	

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Mental Wellbeing	<ul style="list-style-type: none"> ▪ Access to 'hard to reach' groups 	<p>OCCG Equality & Access team conducts outreach to these groups. Hard to reach groups are now termed 'seldom heard' groups. Oxfordshire Clinical Commissioning Group (OCCG) has an Equality & Access team, which conducts outreach to such groups. Health Needs Assessments are currently being conducted by the Equality & Access team with Gypsy & Traveller communities and EU migrants in Banbury, which includes mental health needs as well as physical health needs.</p>	May 16	Maggie Dent/ OCCG E&A team	
	<ul style="list-style-type: none"> ▪ More partnership working; ▪ Better access to mental health services; ▪ Accessible information of services. ▪ Home-Start ▪ OXPIP 	<p>Scope best approach to ensuring links between mental health organisations such as Mind and Restore, and partner organisations.</p> <p>Support the Connecting Community events run through CDC that includes mental health organisations.</p> <p>Scope using the BFiB page on CDC web site. Scope more information sharing events.</p> <p>Ensure links from key organisations and Health Visitors to Home-Start 'big hopes, big future' project (school readiness) and also to other partners such as 'churches together'.</p> <p>OXPIP is funded by various charities and Oxfordshire County Council. In light of the current economy, it is possible that some funding may be cut. Support can be given by way of signposting to other funding streams.</p>	<p>April 16</p> <p>April 16</p> <p>May 16</p> <p>May 16</p> <p>When needed</p>	<p>Maggie Dent/ Restore/ Mind</p> <p>Tracie Darke</p> <p>Nicola Riley</p> <p>Merlyn Mistry</p> <p>Brighter Futures</p>	

	<ul style="list-style-type: none"> Further train family workers (enhance skills) around mental health and wellbeing 	<p>Mental Health & Well Being training for family workers will be integral to training for Thriving Families workers from Feb/ March 2016</p> <p>Mental Health awareness training and CBT skills training was also facilitated in 2013 through BFIB, for front line job club leads and children's centre staff.</p>	June 16	Public Health/ Thriving Families lead, County Council	
--	--	---	---------	---	--

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Support healthy eating, breast feeding and oral health promotion	<ul style="list-style-type: none"> Training of carers and health/other professionals (oral health) Oral health in-built in school curriculum 	<p>Oral Health training forms part of the Oral Health Promotion contract.</p> <p>Research whether oral health promotion is on the school curriculum.</p>	<p>Ongoing</p> <p>March 16</p>	<p>Public Health</p> <p>Merlyn Mistry</p>	
	<ul style="list-style-type: none"> Breast feeding Cooking for families/ Family foods. Social enterprise-school allotments. 	<p>Breast feeding support is delivered through the Health Visitor contract. There is also additional breast feeding support through a dedicated post in Banbury.</p> <p>Cooking for families/ Family foods. Research further funding to ensure the current 'healthy cooking skills' project is sustainable.</p> <p>Cooking for families: The Banbury healthy cooking skills courses focus on cooking for families, with information on healthy foods, five-a-day and cooking on a budget.</p> <p>This is also included in the Healthy Weight Strategy which is taken forward by the Healthy Weight Steering Group.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>June 16</p>	<p>Public Health</p> <p>Maggie Dent</p> <p>Public Health</p> <p>Merlyn Mistry/ County Council/ partners/ Jon Wild</p>	

	<p>Scope 'healthy eating' initiatives in school including school allotment facilities. Encourage use of '10 mins shake-up', 'sugar swap', 'Can the can', Sugar Smart App</p> <p>Ensure Health Visitors and relevant organisations link in with initiatives such as the HENRY course (Health, Exercise, Nutrition for the Really Young)</p>	May 16	Merlyn Mistry	
<ul style="list-style-type: none"> Planning for 'fast food' outlets versus 'healthy foods' (community cafes) 	<p>Research planning guidance for 'fast food' outlets v 'healthy' food outlets/ community cafes.</p>	March 16	Public Health/ Healthy Weight Steering Group	

THEME 2: YOUNG PEOPLE

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
<p>Early Intervention</p>	<ul style="list-style-type: none"> School engagement work- identify risk taking behaviour, identify individual young people and target work in Banbury schools. Implementation of health improvement plans in primary and secondary schools 	<p>School Health Nurse engagement in schools- identifying risk taking behaviour and encourage schools to engage with The Training Effect, which builds confidence to avoid risk taking behaviours.</p> <p>Access health improvement plans through the School Health Nurse contract</p> <p>Pegasus play on self -harm is touring schools</p>	<p>Ongoing</p> <p>April 16</p> <p>Ongoing</p>	<p>Merlyn Mistry/ School Health Nurses/ Schools/ The Training Effect</p> <p>Public Health</p> <p>Merlyn Mistry/ School Health Nurse lead</p>	<p>School Health Nurses are now linked in with The Training Effect. There has been some good joint working which needs to be modelled in the Banbury schools.</p> <p>The School Health Improvement Plans are all written for this year by the SHN, although they are live documents and added to throughout the year. Agreement for sharing will be gained through Public Health at OCC and the individual schools.</p> <p>The Pegasus play has been</p>

					delivered to schools that signed up for it. It was completed on 18/3/2016. All the Banbury schools agreed to the play apart from North Oxford Academy. SHNs have supported the programme and have seen a number of young people following the play, for support. It has been well evaluated. <i>(Pauline Nicklin)</i>
--	--	--	--	--	--

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Prevention	<ul style="list-style-type: none"> ▪ Use Community Alcohol Partnership knowledge and resource to work in partnership to reduce under-age drinking ▪ Library of resources for risk taking behaviour. ▪ Levels of engagement with all agencies at schools. 	Scope initiation of Community Alcohol Partnership in Banbury	Ongoing	Merlyn Mistry/ Community Alcohol Partnership	

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Promotion	<ul style="list-style-type: none"> ▪ Pathways need promoting better to let public know what services are available. ▪ OXME web site- make public/ agencies aware of this resource ▪ http://oxme.info/cms/ ▪ Use Big Advocate Network (being set up by BYHP) to promote services ▪ Service directory needed for agencies ▪ Share good practice across agencies through a communication plan. ▪ Simplify access for the public to attend faith and club meetings and events etc. 	<p>Scope use of BFIB web site page for stakeholder networking and promotion of initiatives, events etc. (as Page 9)</p> <p>Link and support CDC Connecting Community Events that promote access to services</p> <p>Cherwell District Council already regularly facilitates fora for faith, disability and older people which promote public engagement.</p> <p>Age UK Oxfordshire Community Information Network provides links and information on local support services. http://www.ageuk.org.uk/oxfordshire/community-information-network/</p>	<p>May 16</p> <p>April 16 & Nov 16</p>	<p>Nicola Riley</p> <p>Tracie Darke</p>	

THEME 3: ADULTS

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
<p>Health Improvement: Education and Information</p>	<ul style="list-style-type: none"> ▪ Promote 'Five ways to well- being' information. ▪ Motivation-smoking cessation and link to Fire Service for 'smoke free homes'. 	<p>Oxfordshire Fire and Rescue Service (OFRS) personnel working with Public Health to deliver brief intervention for alcohol and smoking cessation; sign posting for weight management, mental wellbeing, and NHS Health Checks. Making referrals to Better Housing, Better Health for fuel poverty/ cold homes.</p>	<p>May 16</p>	<p>Merlyn Mistry/ Oxfordshire Fire & Rescue Service</p>	
		<p>OFRS also working with OCCG- comparing data for Road Traffic Trauma to tailor prevention work; exploring needs around a Falls Service; exploring prevention/ intervention to reduce ambulance service 100 high users; support demand reduction for high primary care users; exploring options to support people presenting to hospital as an emergency admission but who are not unnecessarily unwell enough to have to stay.</p>	<p>June 16</p>	<p>Maggie Dent/ OFRS</p>	
		<p>Scope interest from local agencies for attending motivational/ brief intervention training, for use in healthy lifestyle motivation.</p>	<p>June 16</p>	<p>Merlyn Mistry</p>	
	<ul style="list-style-type: none"> ▪ Priorities- cancer. Need detail to target support. 	<p>Two pronged approach to reduce smoking: Scope targeted work in Banbury wards by Solutions4Health to reduce smoking rates for manual and routine workers.</p> <p>Continued smoking cessation support within GP Practices</p>	<p>May 16</p>	<p>Merlyn Mistry/ Solutions 4 Health</p> <p>GP Practices/ OCCG</p>	

	<ul style="list-style-type: none"> Small, Medium, Large businesses- leaflet of information. 	Information leaflets for businesses. Steven Newman (CDC) leads on 'employment' theme to promote health through relevant channels.	Ongoing	Steven Newman/ CDC Stuart Wheeldon	
	<ul style="list-style-type: none"> Health Champions 	Scope feasibility of community health champion roles- training existing staff in local organisations to act as sign posters for their clients to other services and initiatives e.g. NHS Health Checks; cancer screening programmes; weight management; smoking cessation; affordable warmth helpline.	July 16	Maggie Dent	
	<ul style="list-style-type: none"> Adult education- functional skills such as ESOL (English for Speakers of Other Languages) 	Liaise with adult education to scope current and potential provision of ESOL classes, especially in light of new government funding.	April 16	Maggie Dent	

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Mental Health	<ul style="list-style-type: none"> Restore- not so well known in Banbury as in Oxford. Recognising a person has mental illness Pharmacy/ Public Health campaigns 	<p>Work with Restore and Mind to widen links to communities and organisations. (as above Page 9)</p> <p>Scope mental health awareness as part of planning for public health campaigns, pharmacy campaigns and promote at general events.</p>	<p>April 16</p> <p>April 16</p> <p>Ongoing</p>	<p>Maggie Dent/ Restore/ Mind</p> <p>Public Health/ OCCG</p> <p>Public Health</p>	

	<ul style="list-style-type: none"> ▪ Access- e.g. issue Talking Space leaflets when issuing medication ▪ Provide information on GP waiting room screens 	<p>CALM play promoting awareness of suicide prevention for men is being delivered currently.</p> <p>Promote access to Talking Space. Scope potential for leaflets at pharmacy points when issuing relevant medication.</p> <p>Research current messages on GP Practice screens.</p>	<p>June 16</p> <p>April 16</p>	<p>Maggie Dent</p> <p>Maggie Dent</p>	
Page 233	<ul style="list-style-type: none"> ▪ BME groups need more awareness of mental health issues ▪ Needs assessment for BME communities 	<p>Health Needs Assessments with EU migrant community in Banbury and gypsy and traveller communities are currently being conducted and include mental health needs as well as physical health needs.</p>	<p>Ongoing</p>	<p>OCCG E&A team</p>	
	<ul style="list-style-type: none"> ▪ Train deliverers (e.g. CAB) to recognise mental illness 	<p>Mental health awareness for CAB staff- CAB staff have already received mental health awareness and CBT training, through BFiB</p>	<p>Delivered in 2012</p>	<p>Maggie Dent/ Mind</p>	

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Access: Patient transport and	<ul style="list-style-type: none"> ▪ Adult social care/ special needs-use of 	<p>Work with Volunteer Connect to scope feasibility of utilising social care transport vehicles. Explore the use of social media for promoting volunteer transport</p>	<p>June 16</p>	<p>Maggie Dent/ Volunteer Connect / Kevin Larner</p>	

<p>language</p>	<p>transport during the day when not in service, to help other services.</p> <ul style="list-style-type: none"> ▪ Use of Health Bus ▪ Use of social media for transport ▪ Use of South Northants Volunteer Bureau Community Connect. ▪ EU survey results to inform CAB; Housing Associations; GPs etc. 	<p>schemes.</p> <p>Promote further use of the Health Bus</p> <p>Explore links with South Northants Volunteer Bureau Community Connect.</p> <p>EU Survey report to be shared with partners</p>	<p>Ongoing</p> <p>April 16</p> <p>May 16</p>	<p>CDC</p> <p>Tracie Darke/ CDC</p> <p>Tracie Darke/ Maggie Dent</p>	
<p>Page 234</p>	<ul style="list-style-type: none"> ▪ Find out which languages are spoken within Cherwell district. ▪ Links via Direct Services to obtain languages required ▪ Identify champions in the community to act as language links 	<p>Research use of interpreting services by CDC. Through OCCG interpreting services monitoring, JSNA and census data, research which key languages are spoken within Cherwell.</p> <p>Community language links: OCCG Equality & Access team facilitate communities accessing language support for health.</p>	<p>April 16</p> <p>Ongoing</p>	<p>Maggie Dent</p> <p>OCCG E&A team</p>	

THEME 4: OLDER PEOPLE

Objective	Priority Identified in Workshop	Action	Time scale	Responsible	Outcome/ Status
Volunteering/ Promotion	<ul style="list-style-type: none"> ▪ Targeted work and data analysis re uptake of Circles of Support services in BFiB wards. ▪ Emergency planning- research and capture street wardens, snow wardens, energy suppliers, emergency services for a co-ordinated approach for vulnerable people 	<p>Scope data analysis to inform targeted uptake. Margaret Melling (data analyst) and Ann Nursey (Manager for Circles of Support) have liaised and will be working together to target increased uptake of Circles of Support.</p> <p>Ensure that relevant organisation plans and information in emergency situations/ bad weather, are available to vulnerable people.</p> <p>Explore greater use of BFiB web page on CDC web site, as an information sharing tool between BFiB partners and stakeholders. (As Pages 9 & 12) Link to NEF web site.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>May 16</p>	<p>Margaret Melling/ Ann Nursey</p> <p>OCCG/ Thames Valley police/ County Council/ National Energy Foundation (NEF)</p> <p>Nicola Riley</p>	
Health Improvement/ Protection	<ul style="list-style-type: none"> ▪ Review evidence and outcomes from the Social Prescribing pilot project at Horsefair and West Bar Surgeries. ▪ Organise targeted information sessions on NHS screening programmes (breast, bowel, cervical) with relevant 	<p>Collate evidence from the Social Prescribing project at Horsefair and West Bar and the Circles of Support project.</p> <p>Develop a plan to work with the screening services, to conduct education sessions with specific communities.</p> <p>Oxfordshire Fire and Rescue Service (OFRS) personnel working with Public Health to deliver</p>	<p>June 16</p> <p>June 16</p>	<p>Maggie Dent/ OCCG/ Age UK/ Hannah Cervenka</p> <p>Maggie Dent/ OCCG E&A team/ NHS Screening providers</p> <p>Merlyn Mistry/ Oxfordshire Fire & Rescue Service</p>	

	<p>communities, using language support where needed.</p> <ul style="list-style-type: none"> ▪ Promote awareness of Katharine House Hospice services with BME communities. 	<p>brief intervention for alcohol and smoking cessation; sign posting for weight management, mental wellbeing, and NHS Health Checks. Making referrals to Better Housing, Better Health for fuel poverty/ cold homes.</p> <p>Develop a plan to work with Katharine House Hospice to promote the service with BME communities in Banbury.</p>	<p>May 16</p> <p>April 16</p>	<p>OCCG E&A team/ Katharine House Hospice</p>	
--	--	--	-------------------------------	--	--

*Authors: Maggie Dent, Health & Wellbeing Theme Lead
Merlyn Mistry, Public Health*

5. Employability Workshop March 2016

Overview

This was the latest workshop within the Brighter Futures in Banbury (BFiB) initiative and focused on an employability theme. There was a wide mix of delegate representation, including; local businesses and their workforce, educators, learners, local authorities and enterprise partnerships, statutory service providers, third-sector organisations and local councillors and politicians.

The Event

The venue and hosting were very well received. Delegates responded well to presentations and benefited from the networking opportunities and the exposure to people from different sectors, businesses and services. Particularly positive feedback was received regarding the quality of the presentations and the supporting information and data that was made available.

Delegates were also very impressed by the contribution made by the two Kannegiesser Apprentices, who demonstrated passion, enthusiasm and commitment, both as advocates for the apprenticeship scheme and as proactive participants in the opportunities offered to them by their employer.

Presentations were made by the various representing organisations to help give context to the theme and highlight the issues at hand with relevant data and information. Breakout sessions offered the opportunity for delegates to further identify issues and take forward ideas for addressing the question of employability, focusing on the role of employers, educators and individuals.

A recurring issue identified throughout all stages of the workshop and within the delegate feedback was the vital role that educators must play in the future of Banbury's overall employability. Effective engagement between educators and all other key stakeholders was seen as being essential.

Outcome

Following the event, the comments and ideas from the breakout sessions were collated. Post-workshop feedback was also sought and gained from delegates. Attitudes to the overarching theme of the event were generally very positive, with high levels of motivation to maintain involvement in this part of the BFiB initiative. The collated content from the breakout sessions, together with the delegate feedback, has been used to evaluate the workshop, inform the production of an associated Action Plan (see below) and play a role in the successful design and structure of future similar events.

Employability Workshop Action Plan

WHAT and HOW Actions to take, options available	WHO Leads/partners responsible	WHEN Timescale	Notes/comments
Continue to run and promote local employability events (fortnightly Job Clubs and seasonal Job Fairs), with occasional themed focused (e.g. Disability Confident, Apprenticeships)	Economic Growth Team, CDC Steven Newman	On-going, with themed events planned across coming financial year	
Design and run 3 open days/careers taster sessions, focusing on a particular local business sector (e.g. care, logistics) and in partnership with key local employers, delivered in stakeholder venues across BFiB area (e.g. family centres, employer sites)	Economic Growth Team, CDC, Michael Hewitt – linking to other stakeholders as appropriate, e.g. Early Intervention Service/Hub for careers and post-exam result work	On-going, with careers focused events timed with learners' and school leavers' timetables	Potential link to BFiB Theme 3: <i>Family Support and Young People not in Employment, Education or Training</i>
Encourage and facilitate practical links between schools, learners and business, through increased use of O2i Advisers	County Schools departments (lead name to be advised), in partnership with Oxfordshire Local Enterprise Partnership through O2i (Opportunities to Inspire) and school/Academy heads	Initial work to develop O2i relationships carried out by schools by end 2016	<i>New lead name from within BFiB group required from OCC Schools depts.</i>
Use existing business groups, forums and networks to maintain high profile of employability theme and associated issues and to encourage and promote continued local employer engagement	Economic Growth Team, CDC under Steven Newman – linking to Chamber of Commerce, Cherwell Investment Partnership, industrial and business park employer groups etc.	On-going, using all direct opportunities available	
Develop learner opportunities for employment focused engagement (e.g. enhanced Work Experience) incorporating increased involvement with schools' Pastoral and Careers Officers, including	County Schools departments (lead name to be advised), in partnership with school/Academy heads, Pastoral and Careers Officers and local employers	Engagement with key school officers/influencers by end 2016	Potential links to BFiB Theme 1: <i>Early Years, Community Learning and Young People's Attainment</i> and Theme 3: <i>Family Support and Young People not in Employment, Education or Training</i>
Maintain and encourage local links and engagement between Further Education providers and local employers	Banbury College (name to be advised)	On-going	<i>New lead name from within BFiB group required from Banbury College</i>

6. Data Update

Because the issue of deprivation and need is so multi-faceted, there are many data sources and types which should be considered. Some of these are specific to a particular Brighter Futures theme and others are more generic. The following are a number of key indicators or data sets which inform the activities within the Programme.

A further dimension to this is the need where possible to identify trends in key data to attempt to demonstrate improvement and benefit arising from the Brighter Futures in Banbury Programme. This however is challenging when the different sources and sometimes not possible where data changes over time. This is particularly relevant with the change to national indicators which were in place when the Programme commenced but are no longer used.

A further change which will affect future data compilation and lead to difficulties in ward comparison is the change to the Banbury ward boundaries. This will be applicable for 2016/17 and will therefore mean that comparison with ward data from earlier years will not be possible.

1. Early Years, Community Learning & Young People's Attainment

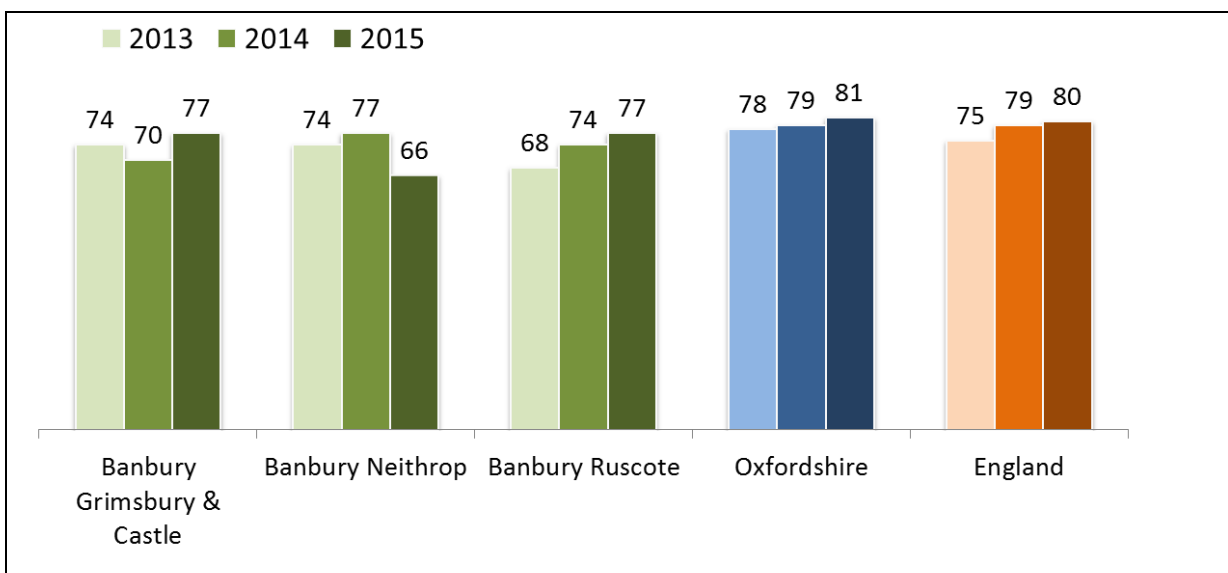
Brighter Futures % Achieving EYFSP Good Level of Development 2013-2015

Brighter Futures % Achieving EYFSP Good Level of Development 2013-2015												
	Grimsbury & Castle				Neithrop				Ruscote			
	2013*	2014	2015 cohort	2015	2013*	2014	2015 cohort	2015	2013*	2014	2015 cohort	2015
Pupil Premium Pupils GLD	44.1	58.8	29	62.1	23.5	27.3	16	56.3	22.0	31.0	42	50.0
Other Pupils GLD	43.5	51.7	121	63.6	54.5	40	94	57	50.0	54.2	110	60.0
Gap	0.6	7.1	-	-1.5	-31.0	-12.7	-	-0.7	-28.0	-23.2	-	-10.0
All Pupils GLD	42.9	57.4	150	63.3	49.5	37.1	110	56.4	42.4	48.1	152	57.2
* 2013 PP pupils based on FSM only												

Between 2013 and 2015, attainment of primary school pupils (achieving at least a level 4 in reading, writing and maths) living in Banbury Ruscote and Banbury Grimsbury and Castle wards has improved.

For primary school pupils living in Banbury Neithrop however, attainment in 2015 dropped and was well below the county and national averages.

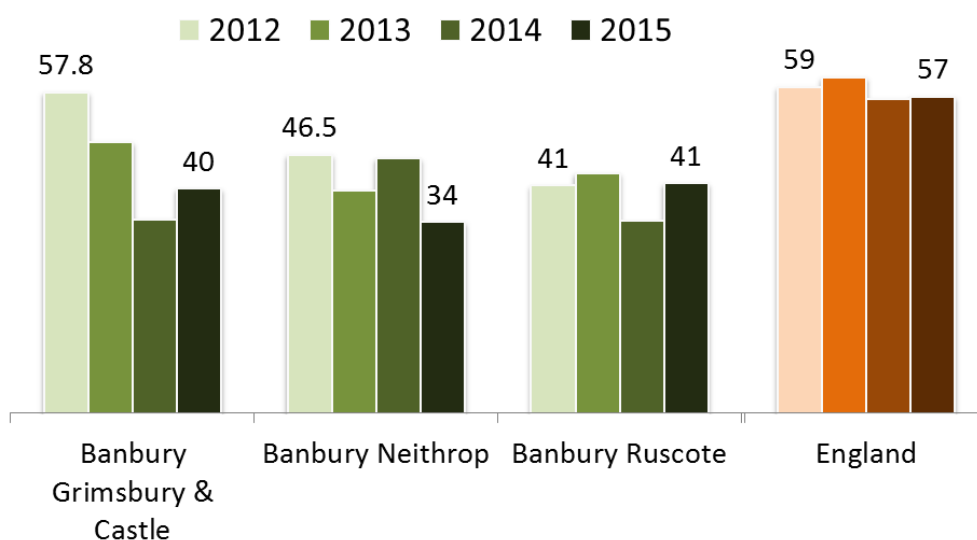
% Primary school children living in Brighter Futures wards achieving at least a level 4 in reading, writing and maths, 2013 to 2015



Source: ONS, Neighbourhood Statistics and Oxfordshire County Council

In 2015 the proportion of secondary school children living in Brighter Futures wards and achieving at least 5 A* to C GCSEs (including English and Maths) was below the level in 2012 and well below the national average.

% Secondary school children living in Brighter Futures wards achieving at least 5 A* to C GCSEs including English and Maths



Source: ONS, Neighbourhood Statistics and Oxfordshire County Council

2. Employment Support & Skills

Benefits Claimants

There has been a reduction in the total number of benefits claimants in Brighter Futures wards. The number of claimants of health-related benefits and older claimants has increased.

- Between August 2010 and August 2015 the total number of claimants of benefits in Brighter Futures ward decreased from 2,675 to 2,285, a fall of 15%. This change has been a result of a fall in the number of job seeker claimants.
- There was a significant decline in the number of job seekers from 590 to 195 (-67%).
- The number of Brighter Futures residents claiming health related benefits (ESA, incapacity and carers) increased from 1,150 to 1,290 (+12%).

Change in Benefits Claimants in Brighter Futures wards (Aug 2010 to Aug 2015)

	Aug-10	Aug-15	Change Aug 2010 to Aug 2015	
total claimants	2,630	2,225	-405	-15%
job seekers	550	140	-410	-75%
ESA and incapacity benefits	1,170	1,310	140	12%
lone parents	420	250	-170	-40%
Carers	170	270	100	59%
others on income related benefits	95	45	-50	-53%
Disabled	180	180	0	0%
Bereaved	45	30	-15	-33%
gender – male	1,230	905	-325	-26%
gender – female	1,400	1,320	-80	-6%
age - 16 to 24	490	295	-195	-40%
age - 25 to 49	1,445	1,210	-235	-16%
age - 50 and over	695	720	25	4%
out-of-work benefits	2,235	1,745	-490	-22%

Source: DWP from nomis, benefit claimants - working age clients for small areas

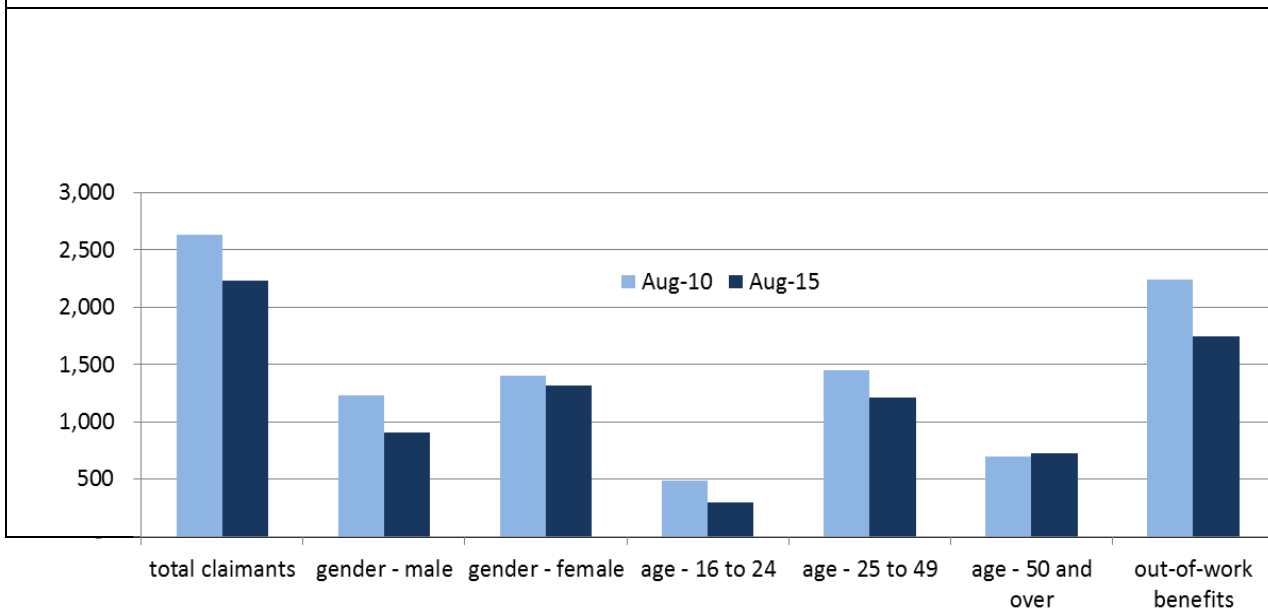
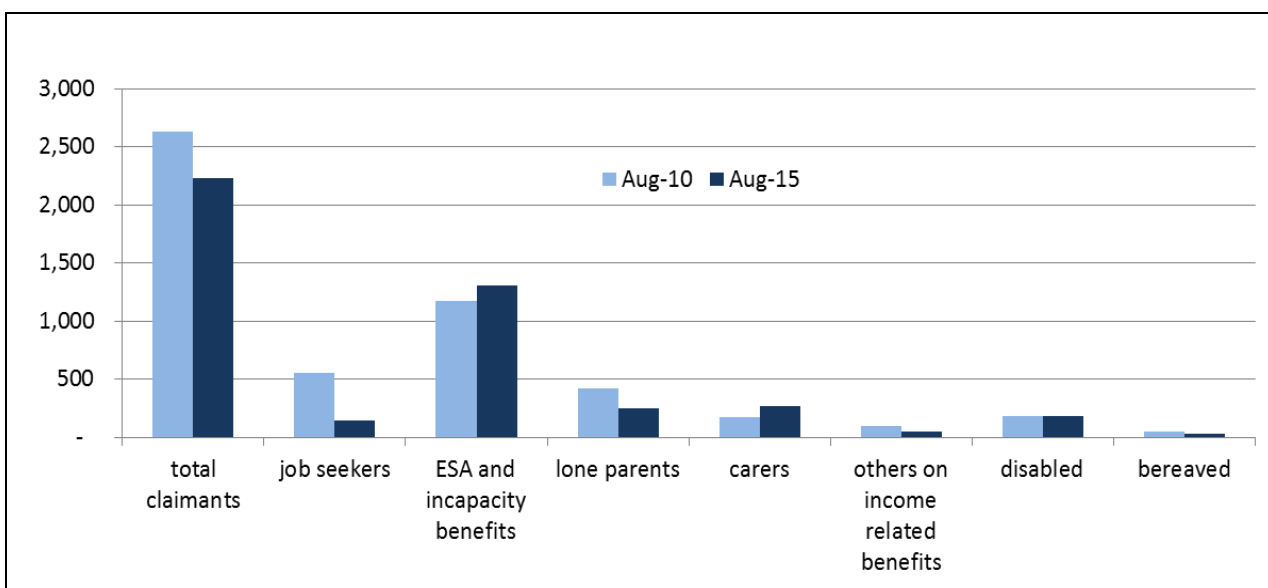
Note: The effect of policy changes on the youth claimant count¹

Universal credit was introduced by the Banbury Job Centre Plus on 4 May 2015.

Disability Living Allowance (DLA) has been replaced by Personal Independence Payment (PIP) for people aged 16 to 64 from 8 April 2013.

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/214331/youth-claimant-count.pdf

Change in Benefits Claimants in Brighter Futures wards (Aug 2010 to Aug 2015)

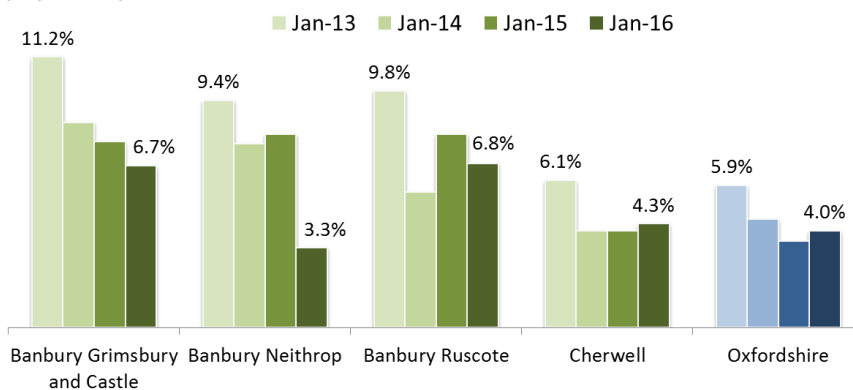


3. Family Support and Young People Not in Employment Education or Training

Proportion of young people Not in Education Employment or Training has dropped significantly, still above average

NEET

Year 12 to 14 students Not in Education Employment or Training (adjusted*)



"Year 12 to 14" refers to academic year groups. Year 12 = age 16/17; Year 13 = age 17/18; Year 14 = age 18/19;

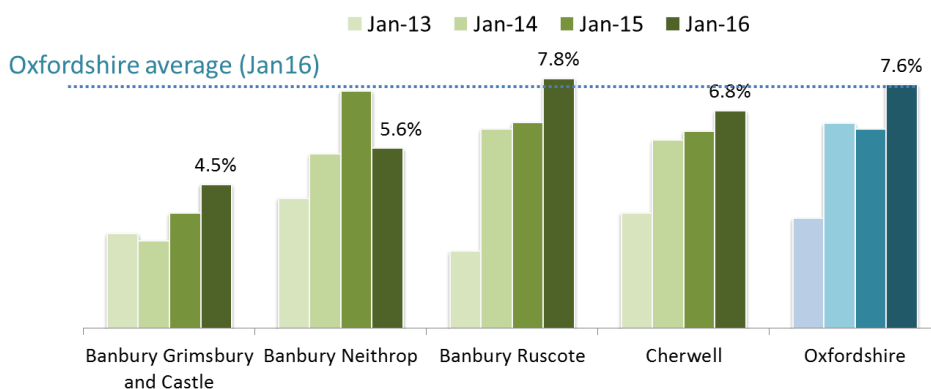
*Adjusted NEET includes those known to be NEET plus a proportion of those who were in Education, Employment or Training but were unknown at the time of data collection

Source: Oxfordshire County Council

Proportion of young apprenticeships just above county average in Ruscote ward

APPRENTICESHIPS

Proportion of Year 12 to 14 students taking up Apprenticeships



"Year 12 to 14" refers to academic year groups. Year 12 = age 16/17; Year 13 = age 17/18; Year 14 = age 18/19;

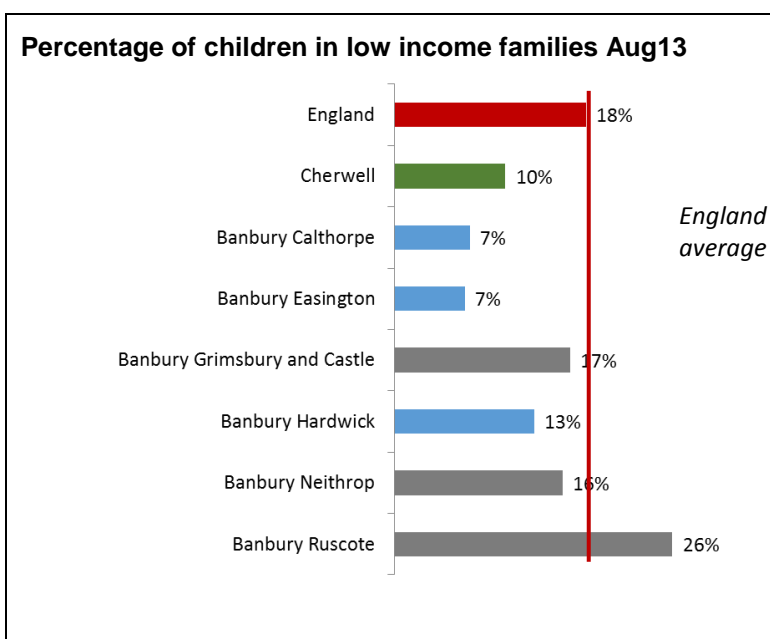
Source: Oxfordshire County Council

4. Financial Inclusion & Housing

According to the latest HMRC estimates of child poverty, the proportion of children living in low income families in Brighter Futures wards was above the average for Cherwell district. The proportion of children living in low income families in Banbury Ruscote ward was well above the England average.

Annual figure (2013) for Cherwell is 10.8%.

For information, the measure is now referred to as “Children in Low Income families”.



Source: HMRC snapshot data as of 31 August 2013 last updated November 2015, <https://www.gov.uk/government/statistics/personal-tax-credits-children-in-low-income-families-local-measure-2013-snapshot-as-at-31-august-2013>

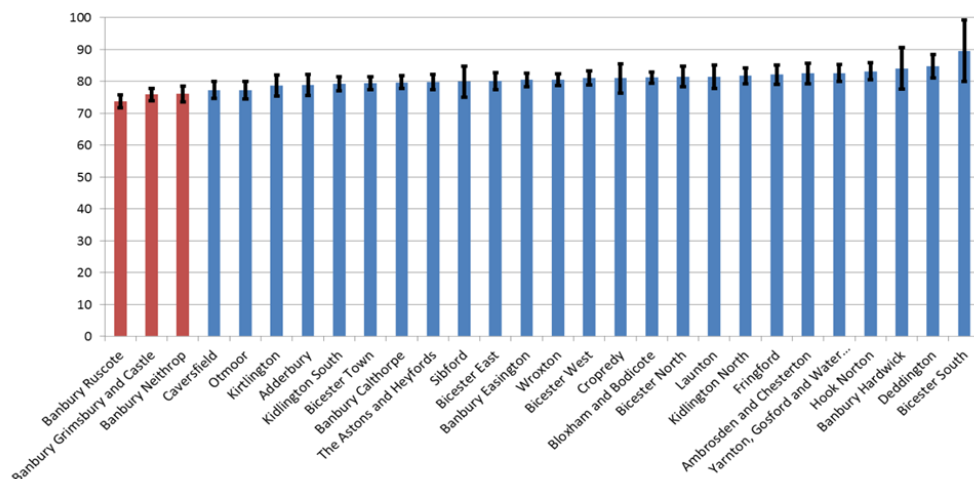
1 determined by Child Benefit data; 2 Number of children living in families in receipt of Child Tax Credit whose reported income is less than 60 per cent of the median income or in receipt of Income Support or (Income-Based) Job Seeker Allowance

5. Health & Wellbeing

Data

Life Expectancy at Birth- Males and Females, by Cherwell Wards

Life expectancy at birth 2008-2012 - MALES

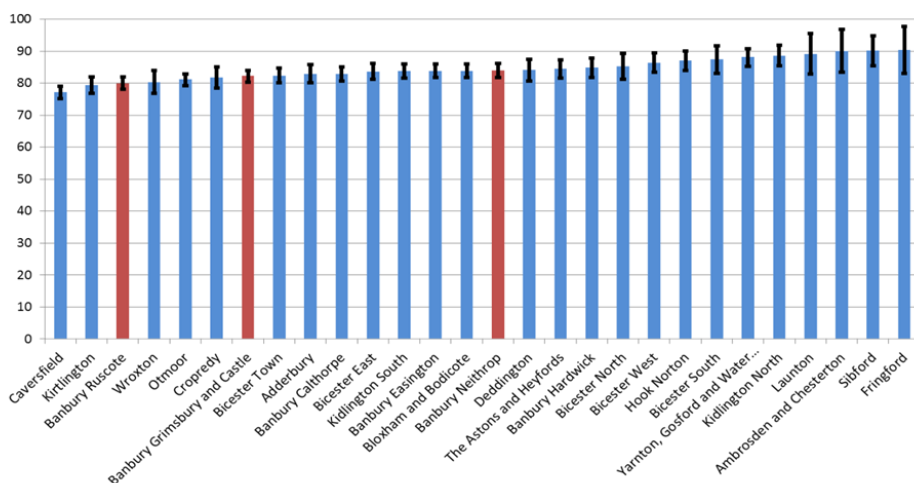


Source: Public

Health England www.localhealth.org.uk

Life expectancy of males in each of the three Brighter Futures wards in 2013 was below other wards in Cherwell. Male life expectancy in Banbury Ruscott ward was significantly below 20 other wards in Cherwell and was ranked 238 out of 7,167 wards in England with data (in the lowest 5%)

Life expectancy at birth 2008-2012 - FEMALES



Source: Public Health England www.localhealth.org.uk

Life expectancy of females in Banbury Ruscott ward in 2013 was below 9 out of the remaining 27 wards in Cherwell.

Inequality Gap

Age-standardised rates of men and women in "not good" health in each socio-economic group –2011 Census Oxfordshire districts compared to England & Wales and South East region. These data are used to calculate the "Slope Index of Inequality Health Gap" for men and women.

(Source: Office for National Statistics (ONS) Health & Social Care theme; Health Gaps by Socio-Economic Position of occupation in England, Wales, English Regions and Local Authorities, 2011)

National Statistics Socio-Economic Classification (NS-SEC) and examples of professions:

	NS-SEC Class	Examples of Professions
1	Higher Managerial and professional	Lawyers, architects, medical doctors, Chief Executives, economists, teachers.
2	Lower Managerial and professional	Social workers, nurses, journalists, retail managers.
3	Intermediate	Armed forces up to Sergeant, paramedics, nursery nurses, police up to Sergeant, bank staff.
4	Small employers and own account workers	Farmers, shopkeepers, taxi drivers, driving instructors, window cleaners, plumbers, electricians.
5	Lower Supervisory and technical	Mechanics, chefs, train drivers.
6	Semi-routine	Traffic wardens, receptionists, shelf stackers, care workers, telephone sales persons.
7	Routine	Bar staff, cleaners, labourers, bus drivers, lorry drivers.

Definitions:

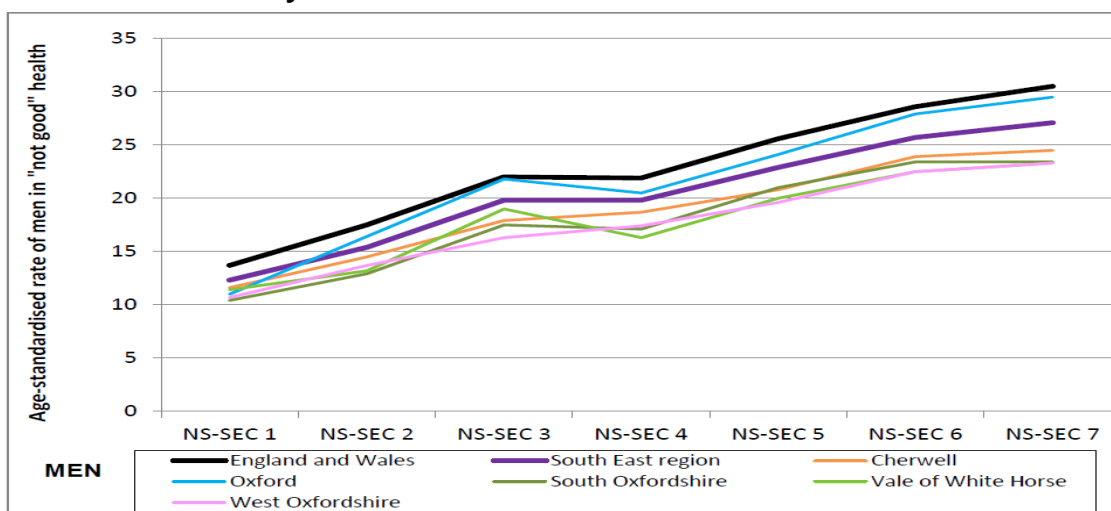
The Slope Index of Inequality (SII) is a single score which represents the gap between the most and least deprived (using least advantaged and most advantaged occupations based on the National Statistics Socio-economic Classification (NS-SEC)). The SII measures the gap by accounting for inequality existing between the classes and for the varying distribution and numbers working in each of the different classes. The SII represents the absolute difference in health rates between the least and most disadvantaged socio-economic classes, taking account of the health rates in all classes. Small SII values represent narrow health gaps, whilst a large value represents larger health gaps and greater inequality. NS-SEC takes into account factors such as whether they are employers and number of people they employ. E.g. a window cleaner who is self-employed or is an employer would be NS-SEC Class 4 while a window cleaner who is an employee would be in NS-SEC Class 7.

Strengths and limitations:

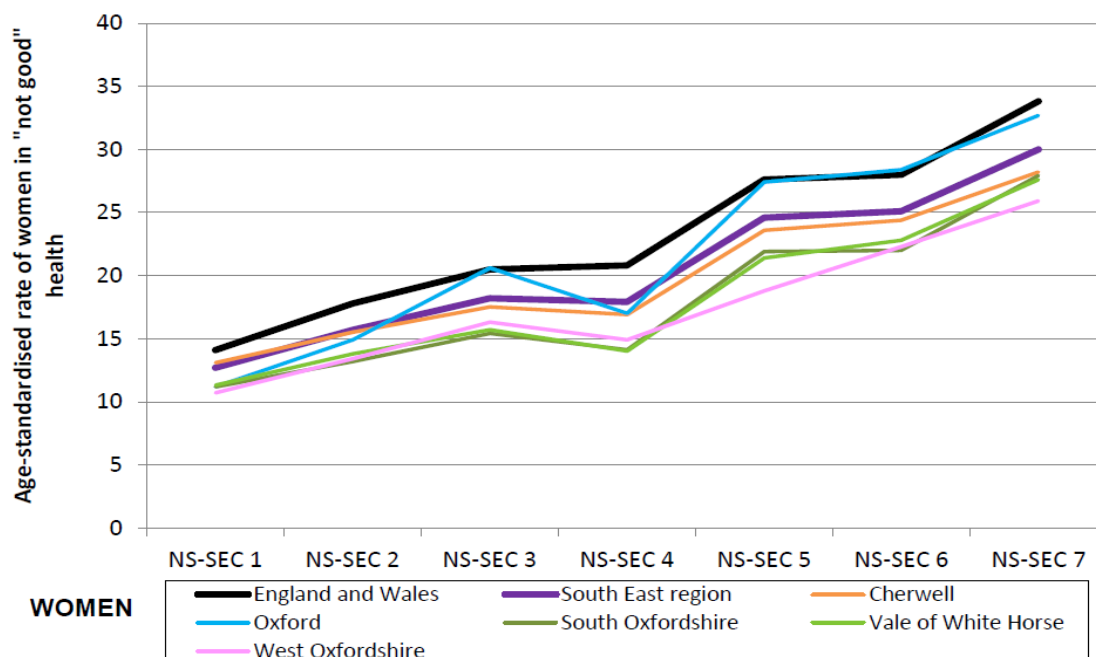
1. Based on 2011 Census data so a large sample size.
2. Only accounts for those in employment so not inclusive of the whole adult population.
3. "Not good" health includes all those in employment reporting that their health was "Fair", "Bad" or "Very bad".
4. A larger health gap means a more pronounced difference in levels of deprivation in an area, usually a feature of large urban

areas. **5.** Lower socio-economic classes are more likely to report that their health is "not good". **6.** ONS data are provided at national, regional and lower tier local authority (i.e. district) level only. Data are not provided for upper tier local authorities, like Oxfordshire. **7.** Local authorities with large health gaps have the common feature of being large urban areas (e.g. Oxford) with more pronounced differences in levels of deprivation their resident populations are exposed to. There is far more variation in the rates of 'Not Good' health in the most socio-economically disadvantaged classes across regions and local authorities; the size of the health gap within areas is mostly driven by the rates in these classes.

Age-standardised rates of men in "not good" health by socio-economic group and Local Authority area.



Age-standardised rates of women in "not good" health by socio-economic group and Local Authority area.



6. Safer and Stronger Communities

Fig. 2. Number of ASB incidents in 12 month period

	17/05/2014 -16/05/2015	17/05/2015 - 16/05/2016	% Change	
Cherwell And West Oxfordshire	3,457	2,944	-15%	
Top 10 Neighbourhoods by ASB incident numbers (most recent rolling 12 month)				
Rank	Neighbourhood	Previous Rolling 12 Month	Most Recent Rolling 12 month	% Change
1	Banbury Town	655	554	-15%
2	Ruscote / Hardwick / Neithrop	517	502	-3%

Narrow the gap for the disadvantaged and vulnerable children:

- Increase the number of children achieving a good level of development at the end of the Early Years Foundation Stage (EYFS)
- Improve outcomes for children who access pupil premium funding

7. Looking Forward - Issues and Future Changes to Inform Priorities

It is intended here to draw some conclusion from the above and to identify the next series of workshops.

Some of the key messages from the work to date and the available data are that attainment of primary school pupils living in Ruscote and Grimsbury wards has been improving but Neithrop appears to have dropped. Also, GCSE attainment of secondary school pupils in Brighter Futures wards has dropped. This position calls for some focus which will also assist in delivering the engagement of Banbury schools to contribute to the actions arising from the employability workshop.

In addition, we already have a Child Poverty workshop planned for July as a consequence of local data concerns around this subject.

Therefore, the emerging focus for the Brighter Futures Programme in 2016/17 is Child Poverty (workshop planned for July 2016), Educational Attainment (workshop to be planned for late Autumn 2016 to be informed by the 2016 exam results), and then Support for the Vulnerable in early 2017, which can consider the effect of OCC service and budget cuts. In addition, a follow up stakeholder event following the health and wellbeing workshop is planned for 2017.

In addition to the workshops, it is also planned to continue the multi-agency themes to maintain the breadth of the Programme and to ensure opportunities across themes are captured. These are;



Running in parallel with these priorities will be efforts to reconfigure services and to mitigate the effect of cuts to some County Council services relevant to the Brighter Futures Programme. Central to this will be changes to the children's centres in addition to the loss of public bus subsidies and day centres for the elderly.

8. Brighter Futures in Banbury Contacts

Role and Organisation

Email

Councillor Kieron Mallon
Lead Member for Banbury Futures

Kieron.mallon@oxfordshire.gov.uk

Ian Davies
Overall Programme Lead
Cherwell and South Northants Councils

ian.davies@cherwellandsouthnorthants.gov.uk

Theme Lead Partner

Name and E-mail

Early Years, Community Learning &
Young People's Attainment
Oxfordshire County Council

Pam Beal,
pam.beal@oxfordshire.gov.uk
AN Other (Schools Rep)

Employment Support & Skills
Cherwell District Council

Steven Newman
steven.newman@cherwell-dc.gov.uk

Family Support & Young People NEETs
Oxfordshire County Council

Helen Kilby
Helen.kilby@oxfordshire.gov.uk

Financial Inclusion & Housing
Cherwell District Council

Chris Weight
chris.weight@cherwell-dc.gov.uk

Health & Wellbeing
Oxfordshire Clinical Commissioning Group

Maggie Dent
Maggie.dent@oxfordshireccg.nhs.uk

Safer and Stronger Communities
Thames Valley Police

John Batty
johnbatty@thamesvalley.pnn.police.uk

How to contact us:

Louise Tustian
Performance and Insight Team
Cherwell District Council,
Bodicote House
Banbury
OX15 4AA

Tel: 01295 221786 or Email: louise.tustian2@cherwellandsouthnorthants.gov.uk



The Cherwell Local Strategic Partnership

Cherwell LSP Board – contact details

	Representative	Organisation	Email	Tel	Postal address
The Leader of Cherwell District Council	Cllr Barry Wood	CDC	barry.wood@cherwell-dc.gov.uk	07752 118242	Internal
The Chief Executive of Cherwell District Council	Sue Smith	CDC	sue.smith@cherwellandsouthnorthants.gov.uk	01295 221573	Internal
1 other elected Member from CDC	Vacant				
1 from Oxfordshire County Council	Cllr Lawrie Stratford	OCC	lawrie.stratford@oxfordshire.gov.uk Jelley, Sarah - Corporate Services Sarah.Jelley@Oxfordshire.gov.uk		
1 from Public Health	Jackie Wilderspin		Jackie.Wilderspin@Oxfordshire.gov.uk	07920 084291	
1 from Thames Valley Police (Cherwell Area Commander)	Supt. Kath Lowe	TVP	Lowe Kath Kath.Lowe@thamesvalley.pnn.police.uk Gillian.Rawlins@thamesvalley.pnn.police.uk		Banbury Police Station, Warwick Road, Banbury, Oxon OX16 2AE
1 from Banbury & Bicester College	Hannah Thomas Deputy Head of Campus	Banbury & Bicester College	Hannah.Thomas@ActivateLearning.ac.uk David Chatterley David.Chatterley@ActivateLearning.ac.uk	01865 551601 David Chatterley – PA to Executive team	
1 from Bicester Chamber of Commerce	Peter Cox	Bicester Chamber of Commerce	pacox@grangemews.co.uk		
1 from Banbury Chamber of Commerce	Paul Jackson	Castle Quay	paul.jackson@castlequayshopping.co.uk		
1 from Kidlington Voice (Kidlington Chamber of Commerce)	Alan Graham	Kidlington Voice	Alan Graham alangraham@ntlworld.com		
1 other from the Cherwell business	Paul Angus	Banbury Sound Radio	paul.angus@banburysound.co.uk	07775 654705	

	Representative	Organisation	Email	Tel	Postal address
community		Station			
1 from faith communities	Revd Jeff West	Faith Communities	curate@stmaryschurch-banbury.org.uk ;	07766 198484	Curate St Mary's Church Centre Horsefair Banbury Oxfordshire OX16 OAH
1 from community infrastructure organisations (CVS)	Jim Flux MBE	Cherwell Community and Voluntary Services	jimflux@tiscali.co.uk ;	01869 338153	Jim Flux MBE 14 The Daedings Deddington Banbury Oxfordshire OX15 ORT
1 from a large community/voluntary organisation	Tom McCulloch	Community First Oxfordshire	Tom McCulloch Tom.McCulloch@communityfirstoxon.org		
1 from a small community/voluntary organisation	Assia Bibi	Sunrise Multicultural Project	Assia.mcpp@yahoo.co.uk	01295 701728	Assia Bibi Sunrise Multicultural Project The Fairway Methodist Church The Fairway Banbury OX16 ORS
1 From OALC	Christine Lalley	OALC	Christine Lalley christinelalley@oalc.org.uk	0774 6943076	Oxfordshire Association of Local Councils, Town Hall, Market Place, Wallingford, Oxfordshire OX10 0EG

Cherwell District Council

Executive

4 July 2016

<p>Proposal for a Joint Property and Investment Service with South Northamptonshire Council</p>
--

Report of Head of Regeneration and Housing

This report is public.

The appendix is exempt from publication by virtue of paragraphs 1, 2, 3 and 4 of part 1 of Schedule 12A of Local Government Act 1972.

Purpose of report

This report presents the final business case for a Joint Property and Investment Service across Cherwell District and South Northamptonshire Councils (hereafter Cherwell or CDC and South Northamptonshire or SNC respectively).

The report recommends the formation of a two way Joint Property and Investment Service and in doing so seeks the Executive's agreement for the non-staffing elements of the business case.

The proposal is part of the wider transformation programme across the two Councils.

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider the attached final business case and the consultation responses in relation to non-staffing matters as outlined in section 5.1.
- 1.2 To note that the business case will be considered by the Joint Commissioning Committee with regard to staffing matters on 21 July 2016. This will include consideration of the consultation responses from affected staff and trade union representatives.
- 1.3 To approve and implement the proposed final business case to share a joint Property and Investment Service between CDC and SNC, subject to similar consideration and approval by SNC Cabinet on 11 July 2016 and approval of the staffing implications by the Joint Commissioning Committee.
- 1.4 To delegate to the Head of Regeneration and Housing in consultation with the Leader of the Council any non-significant amendment that may be required to the

business case following the decision by SNC Cabinet and/or the Joint Commissioning Committee.

- 1.5 To approve the allocation of £90,000 from general fund balances to cover 50% of the potential implementation costs.

2.0 Background

- 2.1 A joint working options paper setting out the strategic direction for the service was considered by the Transformation Joint Working Group in October 2015.
- 2.2 The service review paper set out the rationale for adopting a Corporate Property Management approach to asset management and for prioritising property investment to create new sustainable income streams.
- 2.3 This business case has been developed by Chris Stratford, Head of Regeneration and Housing with support from Hedd Vaughan-Evans, Business Transformation Project Manager and external advice provided by Cushman and Wakefield.
- 2.4 The Joint Commissioning Committee endorsed the draft business case for consultation with staff on 19 April 2016, having previously been discussed and endorsed by the Transformation Joint Working Group. The final proposal, amended in order to reflect some of the comments made as part of the staff consultation process and to update/correct some of the information included in the draft version, is attached as Appendix 1 to this report.

3. Report Details

- 3.1 Property represents the second largest corporate cost to the Councils after staff. Property is an enabler. It can support service transformation and organisational change. It can deliver economic growth and regeneration. Importantly, it can help meet budgetary and efficiency targets, including addressing the medium term revenue gap that will be significant by 2019-20.
- 3.2 However, the full potential of property has been neglected and opportunities unrealised. The importance of a strong property management regime has been undervalued and property decision-making has occurred at a service level. As a result, there has been no over-arching property strategy, no shared vision, insufficient commerciality and a lack of accountability.
- 3.3 This business case sets out the rationale for change. It proposes two things:
 - **That a single Joint Property and Investment Service be established adopting the Corporate Property Management approach to asset management across the Councils.**
 - **That a sum of £231,750 per annum be invested in the new Service to enable the recruitment of appropriate talent and skills.**

- 3.4 The benefits to be delivered by the new Joint Property and Investment Service will combine cost reduction, income enhancement, prudent capital investment and the realisation of capital receipts.
- 3.5 The Joint Property and Investment Service will become author and custodian of an over-arching joint Property Strategy for the Councils' property portfolio once approved by Members. As part of this over-arching strategy, Property Investment and Property Disposal Strategies will be prepared illustrating the potential benefits of a holistic approach to property decision-making and reinvestment.
- 3.6 The new Joint Property and Investment Service team will have the appropriate qualifications and skills to drive the strategies through to delivery so that the full potential of the joint Council's property resource is realised.

Financial Case

- 3.7 The financial implications associated with the business case are set out in detail in Section 14 of the attached business case and section 6 of this report.

HR Implications

- 3.8 The staffing implications relating to the proposal will be considered by the Joint Council Employee Engagement Committee and the Joint Commissioning Committee on 21 July 2016.
- 3.9 As background information, the expectation is that existing staff would continue to be employed by their current, respective authority under the pay, and terms and conditions of that employing organisation. New and revised job descriptions have been devised in order to standardise responsibilities across the two organisations. The new job descriptions have been through the job evaluation process at each organisation.

Decision making timetable

The timetable and recommendations arising from the democratic process for both Councils is outlined in the table below:

Date	Committee and Council	Decision
04.07.16	CDC Executive	This meeting
11.07.16	SNC Cabinet	To be determined
21.07.16	Joint Council Employee Engagement Committee	To be determined
21.07.16	Joint Commissioning Committee	To be determined

4.0 Conclusion and Reasons for Recommendations

- 4.1 The recommendation is to establish a Joint Property and Investment Service between CDC and SNC.

- 4.2 The draft business case sets out the rationale for establishing the joint service and investing in the service to transform the way both Councils manage their existing assets and to provide the expertise to identify new investment opportunities for Members to consider in order to address the medium term revenue gap.

5.0 Consultation

Group	Summary
All staff in-scope of the business case.	<p>The consultation was positively received by the majority of staff. The majority of questions raised were in relation to individual roles, job descriptions and the HR process being followed.</p> <p>The consultation log will be considered by the Joint Commissioning Committee on 21 July 2016.</p>
Unison Representatives from each Council.	Consultation has been positively received.
Joint Commissioning Committee (JCC)	Endorsed business case for staff consultation.
Transformation Joint Working Group	Endorsed business case for consideration by JCC.

- 5.1 Consultation with all employees, in scope of the proposal and the Unison representatives from both Councils, commenced on Monday 9 May and ran for a period of three weeks until the 29 May 2016 in line with the Councils Joint Organisational Change policy.

The consultation period included a joint initial meeting with employees of both teams along with Unison representatives and subsequent meetings with individuals as requested.

All responses received during the consultation period were recorded on a consultation log along with the answers provided. The full consultation log will be considered by the Joint Council Employee Engagement Committee and the Joint Commissioning Committee prior to a decision being made on the staffing elements of the business case. In total 26 questions were received and responded to. These were predominantly related to job descriptions, the proposed staffing structure, working arrangements and seeking clarification on a number of issues in the business case. A number of other individual and personal matters were also responded to.

No changes to the structure have been made as a result of the consultation feedback; however minor changes have been made to some of the job descriptions.

We would like to thank the staff who volunteered this information during the consultation process and those who helpfully enabled us to update the business case.

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected. The reasons for each option being rejected are set out in section 3 of the business case:

Status Quo (No Change)

Retaining the status quo is not considered a viable option for either Council. Both Councils are under resourced to deliver change required to ensure that the Councils make the most out their assets.

Alternative structure options

There is certainly scope to deliver the proposed Joint Property and Investment Service through an alternative delivery vehicle and this option would be explored further should the proposed service be established. However, it is recommended that the Corporate Property Management model be implemented effectively prior to the consideration of an alternative delivery vehicle for the service. Opportunities for wider collaboration through an alternative delivery vehicle potentially aligned to the One Public Estate Programme will also be considered in the future.

Three-way Collaboration and Shared Service (with other partners)

Three-way collaboration with other partners is certainly an option to consider in the future. However, there are no other existing relationships at a sufficient stage to consider as part of a three-way shared service at this point. The process of developing such a relationship is likely to be lengthy and while this option should be considered again in the future, it should not be pursued at this time to the detriment of this project.

- 6.2 The approach in the recommendations is believed to be the best way forward. The proposal is to establish a Joint Property and Investment service between CDC and SNC which will deliver significant improvements in existing asset performance.

7.0 Implications

Financial and Resource Implications

- 7.1 Section 14 of the draft business case sets out the financial implications.
- 7.2 The business case proposes (subject to job evaluation) an increase of £231,750 in staffing costs across both Councils.
- 7.3 Based on a cost allocation model the proposal represents an increase of £148,750 for CDC and £83,000 for SNC.
- 7.4 Although the proposal is an increase in base budget costs creating a single, properly resourced Property and Investment Service will deliver significant financial benefits to the Councils.

- 7.5 Based on the existing asset base only, the overall proposal is expected to be cost neutral as a result of increasing income and reducing expenditure on existing assets and through reduced expenditure of agency/consultancy staff and support. The figures estimated are based on a conservative estimate of savings and that we would expect the overall position to be improved upon in terms of a net outcome.
- 7.6 The structure also provides the basis by which we can significantly improve not only existing asset performance but potentially revenue income to the local authority based on a sound property and asset investment strategy agreed with Members.
- 7.7 There is a risk that the proposal could result in a small number of redundancy situations during implementation and that particularly in the first year savings don't match the additional costs. The implementation costs, as set out at 14.4 in the business case, are therefore somewhat higher than normal.

Comments checked by:

Paul Sutton, Chief Finance Officer, 0300 003 0106

paul.sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.8 As with all two way shared services this proposal, if implemented, will be covered by the section 113 agreement (as varied) entered into between the two Councils.
- 7.9 Following the decision of CDC and SNC Councils in February 2015 to approve the final business case for developing the approach to joint working and the delivery of local authority services, all services at both Councils are now included on the policy framework for the consideration of shared working. This means that the decision making process has been streamlined as the Cabinet/Executive will be able to approve draft business cases for two-way shared working without the prior need of a decision of full Council.
- 7.10 A decision making timetable is included in Section 17 of the draft business case.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 0030107

kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Implications

- 7.11 Section 15 of the draft business case sets out the risk implications and how they will be mitigated.

Comments checked by:

Claire Taylor, Business Transformation Manager, 0300 0030113

claire.taylor@cherwellandsouthnorthants.gov.uk

Equality Implications

- 7.11 An Equality Impact Assessment initial screening assessment has been carried out and it has been determined that the proposal does not have any adverse impact on

equality groups and as a result a full impact assessment and associated action plan is not required. This is included as part of the business case in Appendix 1.

Comments checked by:

Caroline French, Corporate Policy Officer, 01295 221586

caroline.french@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: Yes

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

Sound budgets and a customer focused council

Lead Councillor

Councillor Lynn Pratt, CDC Lead Member for Estates and the Economy.

Document Information

Appendix No	Title
1	Joint Property and Investment Service – Business Case EXEMPT
Background Papers	
None	
Report Author	Chris Stratford Head of Regeneration and Housing
Contact Information	0300 003 0111 Chris.stratford@cherwellandsouthnorthants.gov.uk

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank